

# The Cape Rocks Website User Manual

<b>Introduction</b>	<b>2</b>
<b>Administration Menu</b>	<b>2</b>
<b>Logging in</b>	<b>2</b>
<b>Managing Bookings</b>	<b>3</b>
<b>Creating a new booking</b>	<b>5</b>
<b>Editing a booking</b>	<b>7</b>
<b>Deleting a booking</b>	<b>8</b>
<b>Making the cabin unavailable</b>	<b>8</b>
<b>Processing Payments</b>	<b>8</b>
<b>Paypal Payments</b>	<b>8</b>
<b>Paylink</b>	<b>9</b>
<b>Manual Payments</b>	<b>9</b>
<b>Availability Viewer</b>	<b>10</b>
<b>Adjusting Prices</b>	<b>11</b>
<b>Managing Discounts</b>	<b>14</b>
<b>Changing Details About the Cabin</b>	<b>16</b>
<b>Managing Testimonials</b>	<b>19</b>
<b>Changing Text on Pages</b>	<b>22</b>
<b>Managing Photos</b>	<b>23</b>

## Introduction

Your website has been created with a 'back end' which allows you to administer and change various aspects of the website and its operations. This manual will show you how to do the most common tasks associated with the website.

Please be mindful that any changes you make has the potential to change the website, the way it looks and operates. For this reason, if there are changes to be made that are not covered in this manual, please contact us at [info@webmanagers.co.nz](mailto:info@webmanagers.co.nz) for help, and please do not change configurations or settings without checking as some of these settings have implications for other parts of the website.

## Administration menu

At the bottom of the website you will find an 'Administration Menu'. This has links to the back end options you will use most often. The definition of the abbreviations is as follows:

**BM** – Booking Manager, which allows you to manage bookings, pricing etc

**TM** – Testimonials Manager for managing testimonials

**PM** – Pages Manager for editing text on the various pages of the website

**MP** – Manual Payment page which allows you to manually enter credit card payments

**PG** – Photo Gallery for managing the various photos that appear on the website

**MN** – A copy of the website manual



## Logging in

Please note that when you first click on one of these menu options, you will be asked to enter a username and password:

## Joomla! Administration Login

Use a valid username and password to gain access to the administrator backend.

[Go to site home page.](#)



User Name

Password

Language

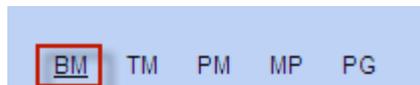
[Log in](#) 

Enter your username and password.

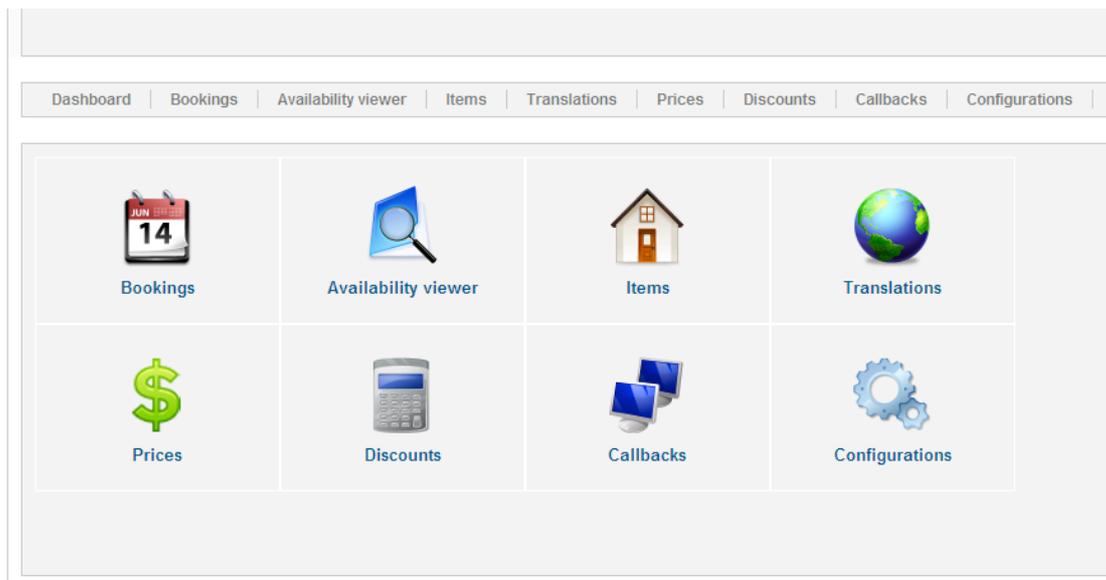
Then click the 'Log in' button.

## Managing Bookings

Click on the BM link in the Administration Menu:



After logging in (if required), you will be taken to the following menu:



IceBooking is the name of the software and it consist of:

## Booking manager

The Booking manager gives you control over all the bookings your system. You can add new booking, change existing bookings and delete bookings.

## Item manager

The Item manager gives you control over the details about the cabin. It is also where you choose the price category and discounts that apply to the cabin.

## Price manager

In the Price manager you can set the daily prices.

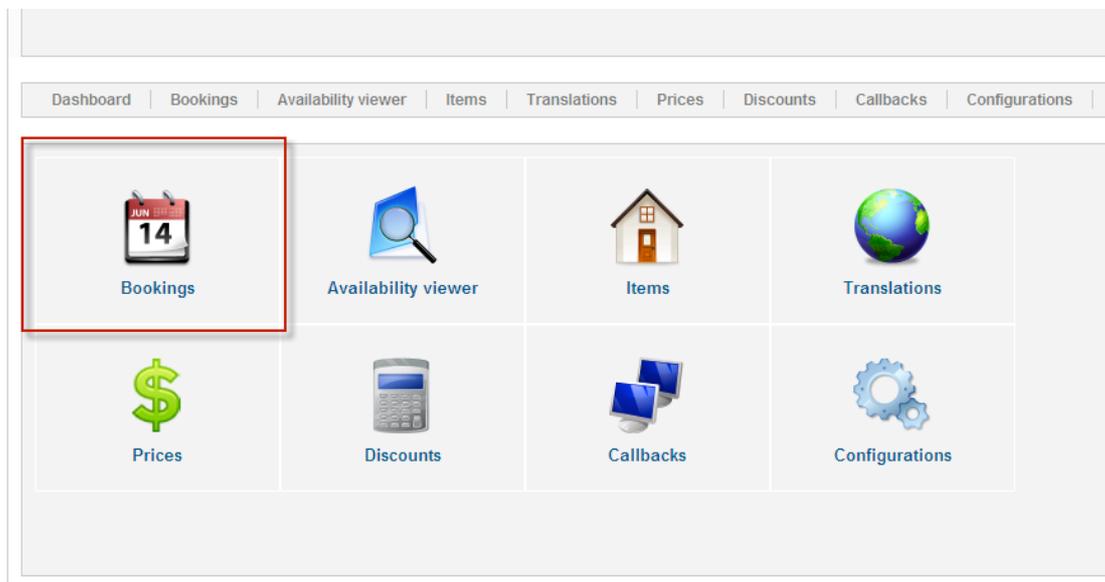
## Discount manager

In the Discount manager you can create discounts and coupons that your customer can use. When creating discounts you can choose the time period that the discount or coupon is valid.

## Translation, Callbacks and Configuration Manager

These have been set up to make the system work on your website and should not be changed. If your Paypal address changes or something is not working, please contact us at [info@webmanagers.co.nz](mailto:info@webmanagers.co.nz) first.

To manage bookings, click on the Bookings button:



This will bring up a list of current bookings (if any):

The screenshot shows the 'Bookings' page with a table of current bookings. The table has columns for ID, Booking status, Customer, Item, Adults, Children, Short info, Arrival, Departure, Amount total, Amount paid, and Amount due. There are four rows of bookings, all with a status of 'Pending'.

ID	Booking status	Customer	Item	Adults	Children	Short info	Arrival	Departure	Amount total	Amount paid	Amount due
11	Pending	Schepers, Ron	The Cape Rocks Cabin : SubItem #1	1	0		19-03-2013	20-03-2013	1	0	1
10	Pending	Schepers, Ron	The Cape Rocks Cabin : SubItem #1	2	0		27-03-2013	28-03-2013	1	0	1
9	Pending	Schepers, Ron	The Cape Rocks Cabin : SubItem #1	2	0		20-03-2013	22-03-2013	2	0	2
8	Pending	Schepers, Rachael	The Cape Rocks Cabin : SubItem #1	1	0		14-03-2013	15-03-2013	1	0	1

**Tip:** It is possible to sort the bookings by clicking on the column you want to sort on. Eg. Click on the blue heading 'Booking Status' to sort the booking according to status. Alternatively you can use the 'filter' field. Enter a name, a status like 'pending' to filter the bookings accordingly.

To get more detailed view of the booking you can click on the blue customer name.

Also, you might have noticed that little magnifying glass next to the customer name, if you click it you can get a quick overview of the booking and the customer!

## Creating a new booking

At the top right of the Booking Manager page you will see a set of buttons. These buttons can be found throughout the back end and represent the different actions you can take on the information shown.

In this case, we have a 'New' button, which if clicked while on the Bookings Manager page, will allow you to add a new booking:



You will then be presented with the booking information form (this form is the same for adding or editing a booking):

Booking id	11
Item	The Cape Rocks Cabin ▼
Arrival	19-03-2013 
Departure	20-03-2013 
Adults	<input type="text" value="1"/>
Children	<input type="text" value="0"/>
Check availability	<input type="button" value="Check"/> <a href="#">Close</a>
Price	<input type="text" value="1"/> <input type="button" value="Calculate price"/>
Paid	<input type="text" value="0"/>
Booking status	Pending ▼
Firstname	<input type="text" value="Ron"/>
Lastname	<input type="text" value="Schepers"/>
Email	<input type="text" value="randr.schepers@gmail.com"/>
Phone	<input type="text" value="035418099"/>
Phone2	<input type="text"/>

To create the booking, enter the information as follows:

- Booking id** This is set by the system and is the unique number for the booking.
- Item** This is the item that is being booked (in all cases The Cape Rocks Cabin!)
- Arrival date** Arrival date. Click on the calendar icon on the right to select a date from the calendar.
- Departure date** Departure date. Click on the calendar icon on the right to select a date from the calendar.
- Adults** The number of adults for this booking (this has been set to a maximum of 2, but can be changed in the Items Menu)
- Children** The number of children for the booking (this has been set to a maximum of zero, but can be changed in the Items Menu)

- Check Availability** This allows you to see what dates are available by clicking on the 'check' button. This is to help make sure that when creating a manual booking you don't double book!
- Price** You can manually enter the price for the booking here or click on 'calculate price' to let the system work it out based on the prices already set.
- Paid** Enter an amount that has already been paid (if any)
- Booking Status** Select the appropriate status from the dropdown list

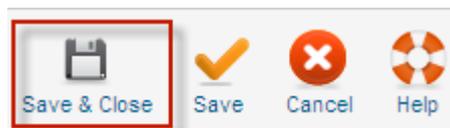
The image shows a form with three input fields: 'Booking status', 'Firstname', and 'Lastname'. The 'Booking status' dropdown menu is open, showing the following options: 'Pending' (selected), '- Select Status -', 'Cancelled', 'Pending', 'Confirmed', 'Confirmed & Paid', and 'Schepers'.

**Note:** This is the field you will change if you want to manually register that a customer has paid.

## Customer Information

Enter or edit the customer information as required, adding any notes at the end (these notes are for your reference only and not visible to the customer!).

When you have completed all the relevant fields, click on the 'save and close' button at the top right of the page:



This will close the form and take you back to the Booking Manager page.

## Editing a booking

You can edit a booking by clicking on the blue customer name in the list of bookings on the Booking Manager screen. This will open up the booking information form with all the relevant details (see add a new booking for more details of the fields and information they carry).

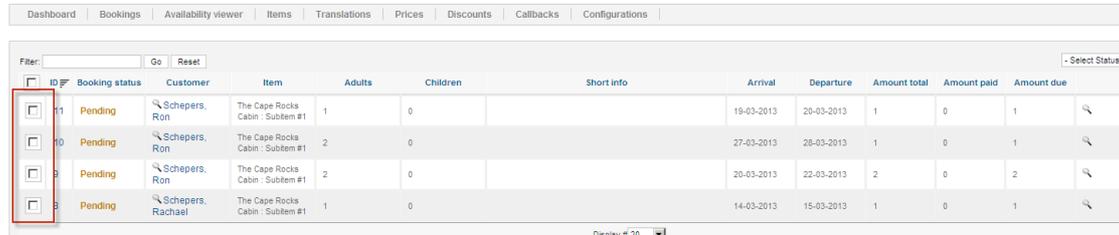
Change whatever fields you wish to edit and then click the 'Save & Close' button at the top right when finished.



The changes will be saved and you will be returned to the Booking Manager screen.

## Deleting a booking

You can delete a booking by ticking the box to the left of the booking details on the Booking Management screen:



ID	Booking status	Customer	Item	Adults	Children	Short info	Arrival	Departure	Amount total	Amount paid	Amount due	
11	Pending	Schepers, Ron	The Cape Rocks Cabin : Subitem #1	1	0		19-03-2013	20-03-2013	1	0	1	
10	Pending	Schepers, Ron	The Cape Rocks Cabin : Subitem #1	2	0		27-03-2013	28-03-2013	1	0	1	
9	Pending	Schepers, Ron	The Cape Rocks Cabin : Subitem #1	2	0		20-03-2013	22-03-2013	2	0	2	
8	Pending	Schepers, Rachael	The Cape Rocks Cabin : Subitem #1	1	0		14-03-2013	15-03-2013	1	0	1	

You can tick one or multiple bookings.

Click the 'Delete' button on the top right of the Booking Manager screen:



The relevant booking(s) will be deleted.

## Making the cabin unavailable for a period

The best way to block out a period so that people cannot book is to create a booking for yourself for the dates you want to make it unavailable.

Follow the instructions for creating a new booking, making sure that you show it as having been paid (so the booking is confirmed).

## Processing Payments

### Online Paypal payments

For those people who pay online through Paypal, their payments will automatically be registered in the booking system, and the status changed to 'confirmed'. You don't need to do anything!

### Paylink

For those who have booked but haven't yet paid, and who would like to pay online, you can send them a 'Paylink'. A Paylink is a link that you can put in an email which, when the recipient clicks on it, will take them to the Paypal payment page. When they make their payment, it will again register it automatically on the website.

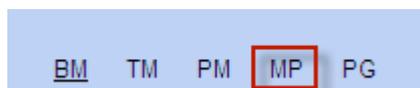
To get the Paylink link, click on the magnifying glass in the Paylink column to the right of the customer booking. A box will pop up with a link that you can then copy into an email.

Note: You will need to set the right price in the booking information for that customer as this is what they will be asked to pay when they click the link!

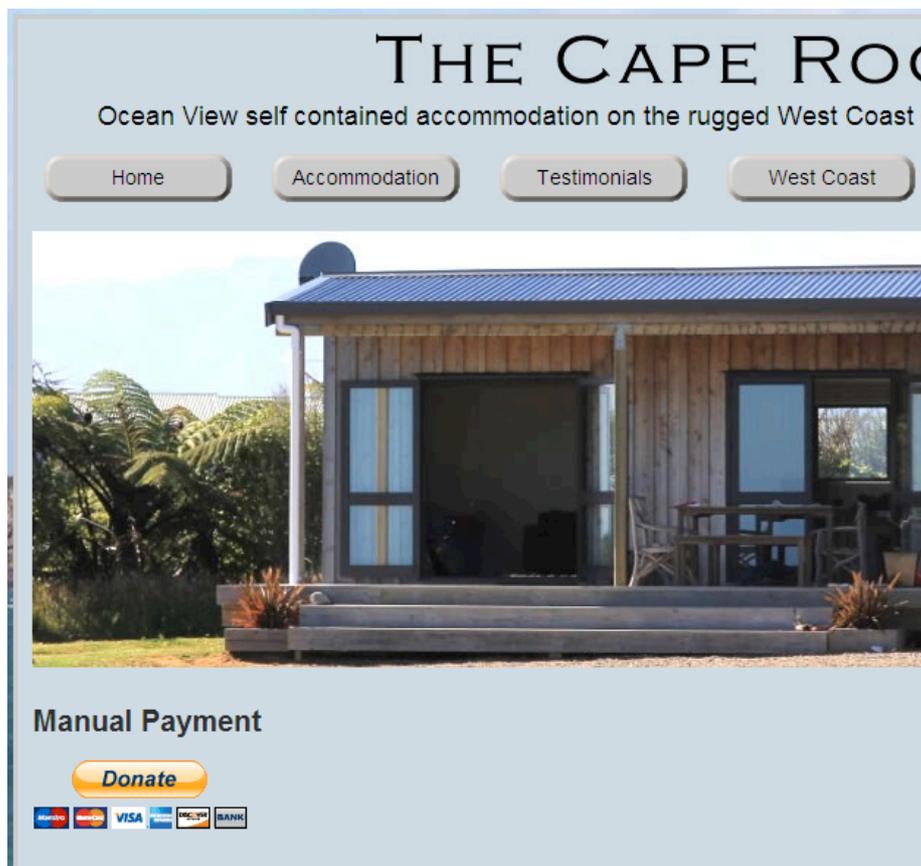
## Manual Payments

Sometimes you will have people turn up who haven't paid and would like to pay by credit card. You can do these 'manual payments' with a credit card by using a special button set up for this purpose.

To go to the manual payment page, click on 'MP' in the Administrator's menu:



This will take you to the manual payment page:



**This page is only visible to you, not to the public** and has a 'Donate' button on it. Don't worry, you're not making a donation, but this button does allow you to specify the amount to be paid.

When you click the button you will be taken to the Paypal page where you can enter the amount and credit card details for payment:

## The Cape Rocks

English ▾

Please enter your donation amount.

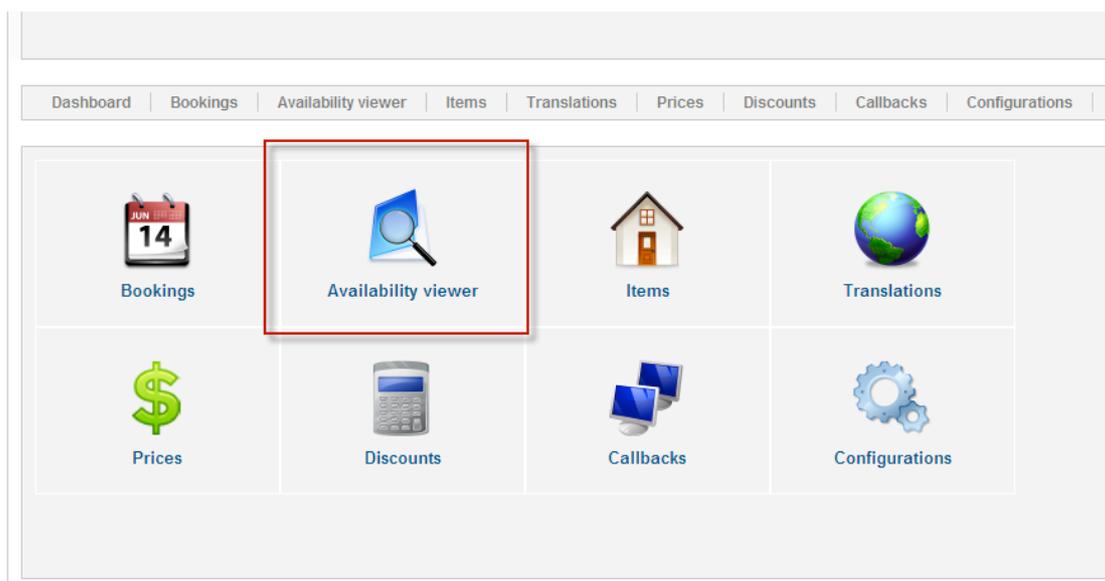
Purpose	Donation amount	Total
The Cape Rocks	\$ <input type="text"/>	\$
Total:		\$0.00 NZD

Donate quickly with PayPal



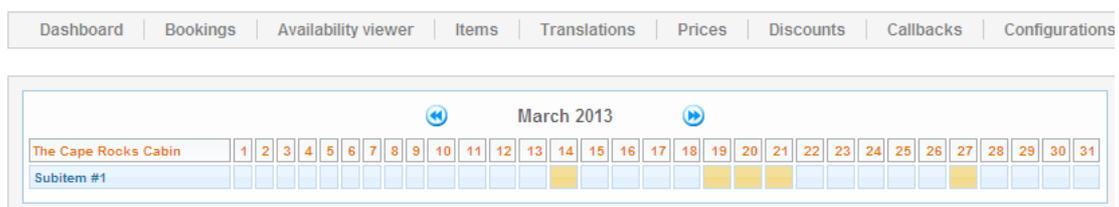
**Important:** Payments made this way will NOT automatically update on the website. You will need to go to the Booking Manager afterwards and manually edit the customer's booking to say that it has been paid.

## Availability Viewer



The availability viewer in the bookings menu allows you at a glance to see what dates are available. This is particularly helpful if you are on the phone with an enquiry and need to check if the cabin is free.

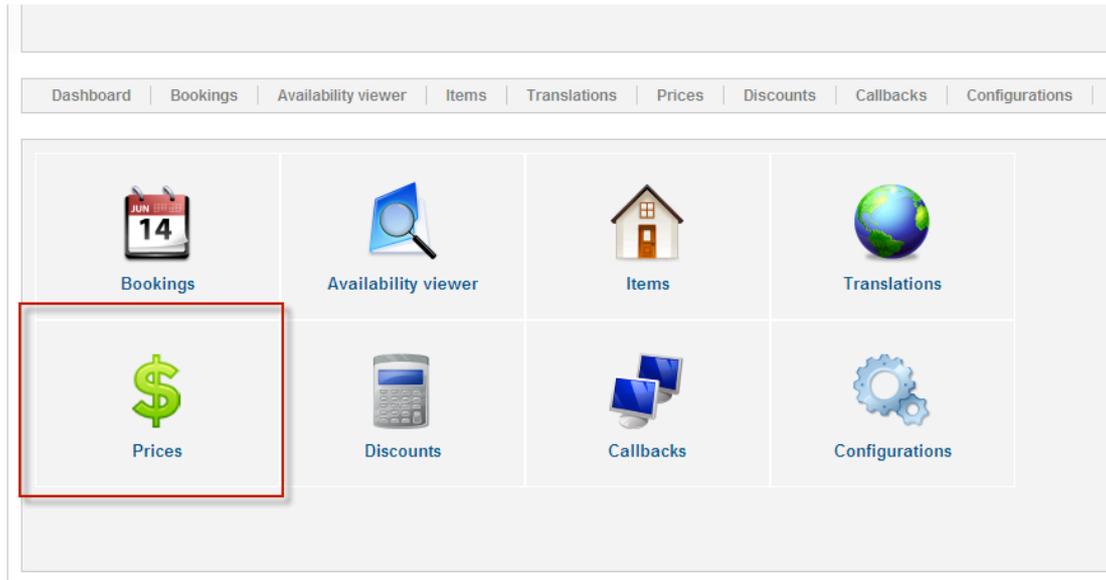
When you open the viewer you will see this screen:



Yellow boxes mean pending bookings (ie, no payment has been received), and dark, black boxes mean confirmed bookings.

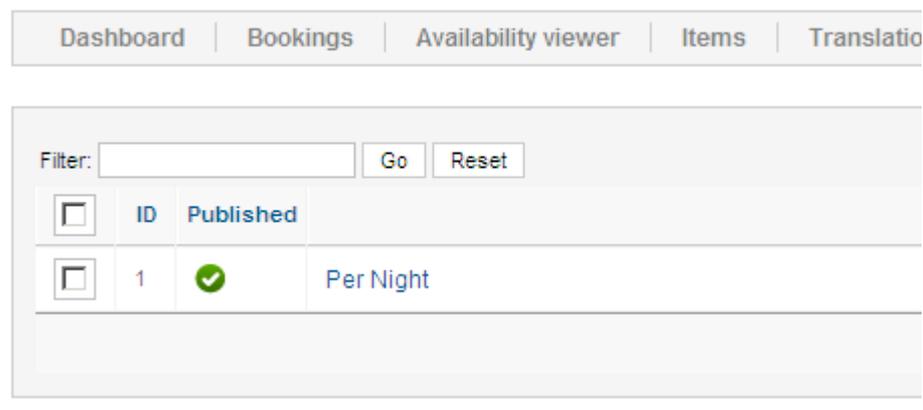
To see different months, click the arrows to either side of the month to go backwards and forwards through the calendar.

## Adjusting Prices



The Prices Manager allows you to set prices in advance so that when people book using the website they are automatically given the price to pay.

When you click on Prices in the main Booking Menu, you will be shown the following screen:



Select the 'Per Night' by clicking on the blue "Per Night" words. The pricing adjustment screen will then open:

Category settings Daily prices

Select year  
 <<2013>>

Save changes

Set same price for all days: 0 Set for year

January

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1		1 180	2 180	3 180	4 180	5 200	6 180
2	7 180	8 180	9 180	10 180	11 180	12 180	13 180
3	14 180	15 180	16 180	17 180	18 180	19 180	20 180
4	21 180	22 180	23 180	24 180	25 180	26 180	27 180
5	28 180	29 180	30 180	31 180			

Increase selected by: +1000 -1000 +100 -100 +10 -10 +1 -1

Set selected as: 0 Set

With selection: Deselect Inverse

The 'Select Year' at the top left indicates the year you are setting prices for. You can change this year by clicking on the arrows to the right or left to go backwards or forwards. You can change prices for as many years ahead as you like!

Down the page will be every month of that year, the dates, days and prices.

You can change the price for one day, a week, a whole month or for the whole year as follows:

- A day** Click on the day you want to change and type in the new amount.
- A week** Select all the days in the week. To the right, enter the amount in the box under 'Set Selected As', and then click the 'Set' button. This will set the prices for the selected records.
- A month** Click on the name of the month at the top of the calendar. To the right, enter the amount in the box under 'Set Selected As', and then click the 'Set' button. This will set the prices for the whole month.
- A year** At the top of the screen enter the amount for the year in the box after 'Set same price for all days' and then click the 'Set for year' button:

Category settings | Daily prices

Select year  
 <<2013>>   
 Save changes

Set same price for all days:  Set for year:

January

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1		1 180	2 180	3 180	4 180	5 200	6 180
2	7 180	8 180	9 180	10 180	11 180	12 180	13 180
3	14 180	15 180	16 180	17 180	18 180	19 180	20 180
4	21 180	22 180	23 180	24 180	25 180	26 180	27 180
5	28 180	29 180	30 180	31 180			

Increase selected by: +1000 -1000 +100 -100 +10 -10 +1 -1

Set selected as: 0 Set

With selection: Deselect Inverse

Once you have made the changes you require for that year, click on 'Save changes':

Category settings | Daily prices

Select year  
 <<2013>>   
 Save changes

Set same price for all days:  Set for year:

January

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1		1 180	2 180	3 180	4 180	5 200	6 180
2	7 180	8 180	9 180	10 180	11 180	12 180	13 180
3	14 180	15 180	16 180	17 180	18 180	19 180	20 180
4	21 180	22 180	23 180	24 180	25 180	26 180	27 180
5	28 180	29 180	30 180	31 180			

Increase selected by: +1000 -1000 +100 -100 +10 -10 +1 -1

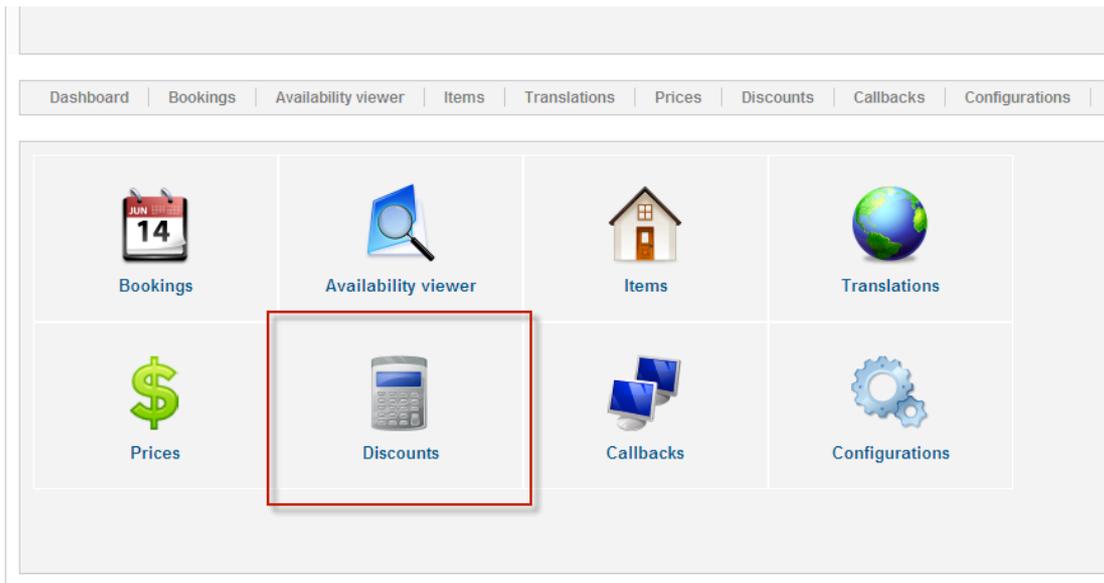
Set selected as: 0 Set

With selection: Deselect Inverse

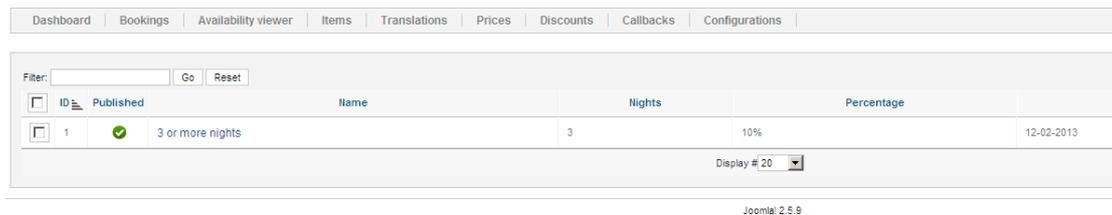
**Note:** Make sure that you save the changes before selecting another year!

## Managing Discounts

Click on the 'Discounts' button from the main Booking menu:



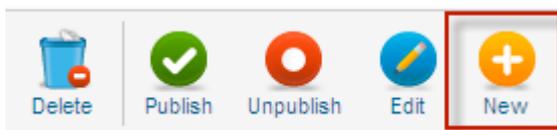
This will open up the Discount Manager screen:



## Adding or Editing a Discount

To edit an existing discount, click on the blue name of the discount in the Discount Manager Screen.

To add a new discount, click on the 'New' button at the top right of the Discount Manager Screen:



Enter or edit the discount information as below:

Discount category name	<input type="text" value="3 or more nights"/>
Number of nights stayed	<input type="text" value="3"/> ▼
Discount input	<input checked="" type="radio"/> Dropdown list <input type="radio"/> Percentage as value (1.25% = 1.25)
Discount percentage	<input type="text" value="10%"/> ▼
<b>i</b> Discount start	<input type="text" value="12-02-2013"/> <input type="button" value="Calendar"/> <input type="button" value="Clear"/>
<b>i</b> Discount end	<input type="text"/> <input type="button" value="Calendar"/> <input type="button" value="Clear"/>

- Discount Category Name**      The name for the discount. This will appear in the Item Manager for the cabin as an option to apply.
- Number of Nights Stayed**      The number of nights required for the discount to take effect.
- Discount input**      Choose 'Dropdown List' to select discount rate from a list, or 'Percentage as value' to indicate that the percentage you select is actually a set dollar amount.
- Discount Percentage**      The discount percentage/amount.
- Discount Start**      The start date for the discount. Leave blank to start now. Click on the calendar icon to choose a date from the calendar.
- Discount end**      The end date for the discount. Leave blank to make it indefinite. Click on the calendar icon to choose a date from the calendar.

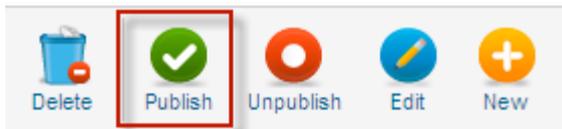
When you have completed the changes, click on the 'Save & Close' button from the top right of the screen:



**Important!** Once you have created a discount category, it will be 'unpublished', meaning it is not available yet. To make sure it becomes available, click on the box to the left of the discount name on the Discount Manager screen, and click 'publish' at the top right of the screen.

Dashboard   Bookings   Availability viewer   Items   Translations   Prices   Discounts   Callbacks   Configurations						
Filter: <input type="text"/> Go Reset						
ID	Published	Name	Nights	Percentage		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3 or more nights	3	10%	12-02-2013	
Display # 20						

Joomla! 2.5.9



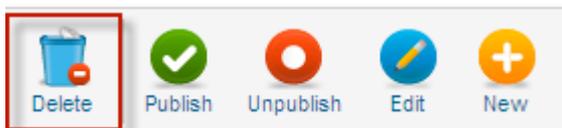
## Deleting a Discount

To edit an existing discount, click on the box to the left of the name of the discount you wish to delete on the Discount Manager screen:

Dashboard   Bookings   Availability viewer   Items   Translations   Prices   Discounts   Callbacks   Configurations						
Filter: <input type="text"/> Go Reset						
ID	Published	Name	Nights	Percentage		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3 or more nights	3	10%	12-02-2013	
Display # 20						

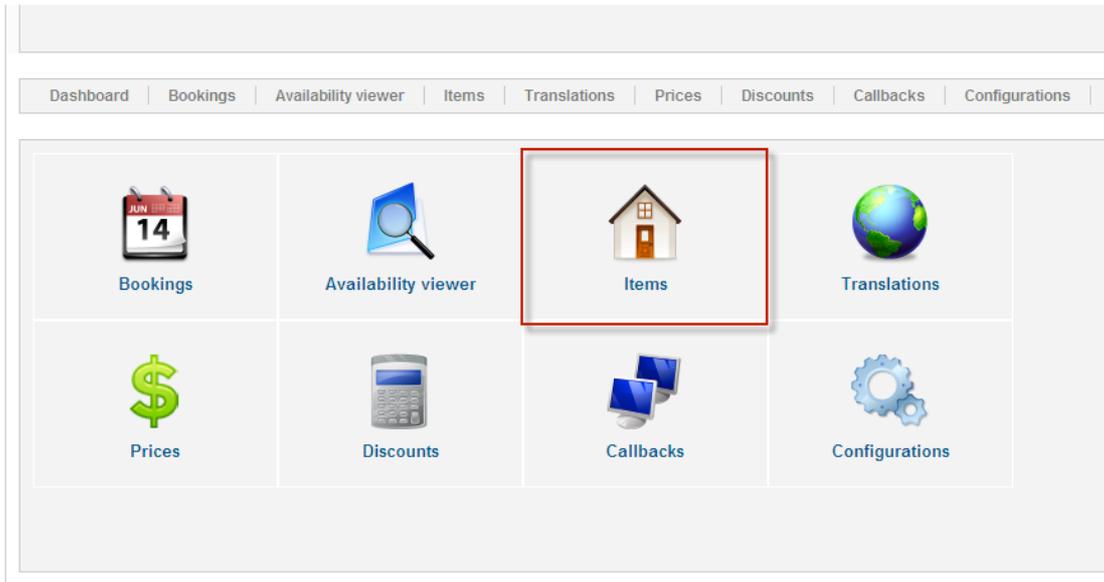
Joomla! 2.5.9

Click the delete button at the top right of the screen:

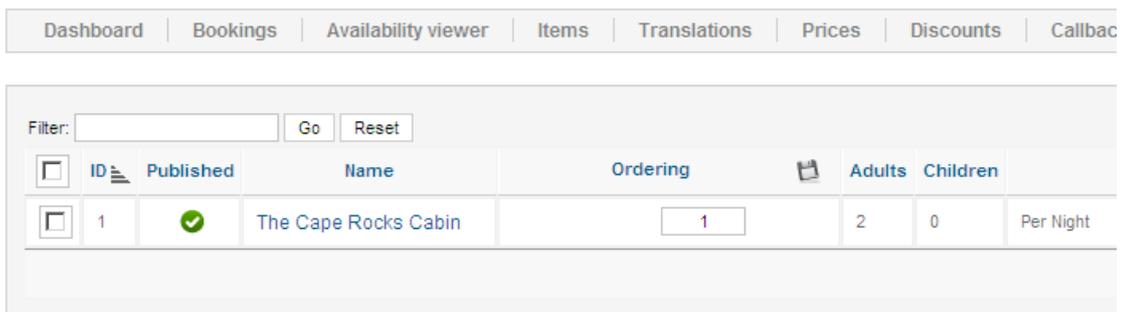


## Changing details about the cabin

To change details about the cabin such as how many adults it can take, or what discounts apply, click on the Items button from the main bookings menu:



This will open up the Items Manager. Select the cabin details by clicking on 'The Cape Rocks Cabin' from the Item Manager list:



This will open up the cabin details:

<b>Name</b>	The Cape Rocks Cabin English (United Kingdom)
Number of subitems	1
Max adults	2
Max children	0
Price category	Per Night
Discount categories	- No discount - multiple nights - 2 nights
Item url (link to article)	English (United Kingdom)
Item image	<input type="text"/> Browse... Current image 

Edit the details as follows:

- Name** The name of the Cabin
- Number of subitems** This should stay as 1
- Max Adults** The maximum number of adults it can sleep
- Max Children** The maximum number of children it can sleep
- Price Category** This is the price category that applies. Leave as 'Per Night'
- Discount Categories** Highlight the discount categories that apply by clicking on them. (The discount category first needs to be added through the Discount Manager before it will appear here as an option)
- Item url** Leave blank

### Item Image

Click 'browse' to find and select another image you would like to use for the cabin

### Short Description

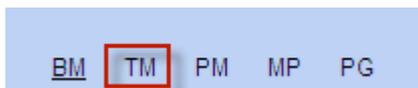
A short description of the cabin, which doesn't need to be completed as it doesn't appear anywhere on the website.

When your changes have been completed, click on 'Save & Close' at the top right of the screen.

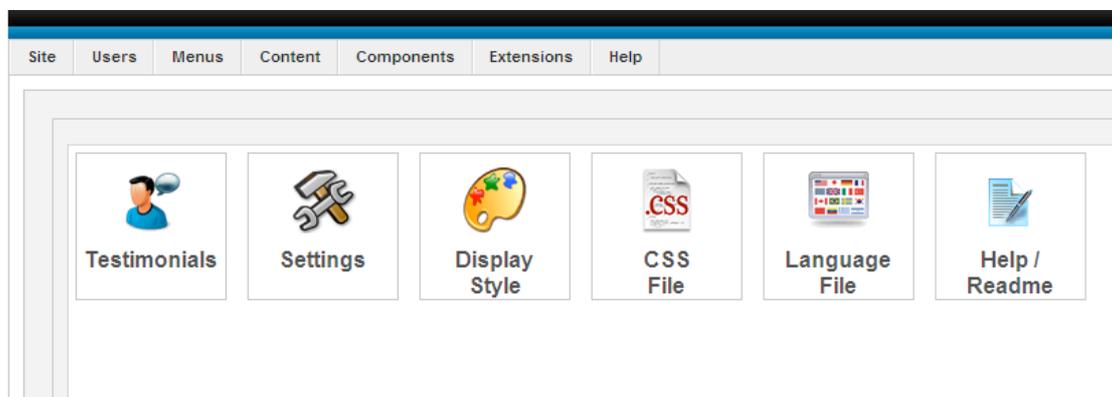


## Managing Testimonials

To manage testimonials, click on the 'TM' link on the Administrator menu at the bottom of the website:

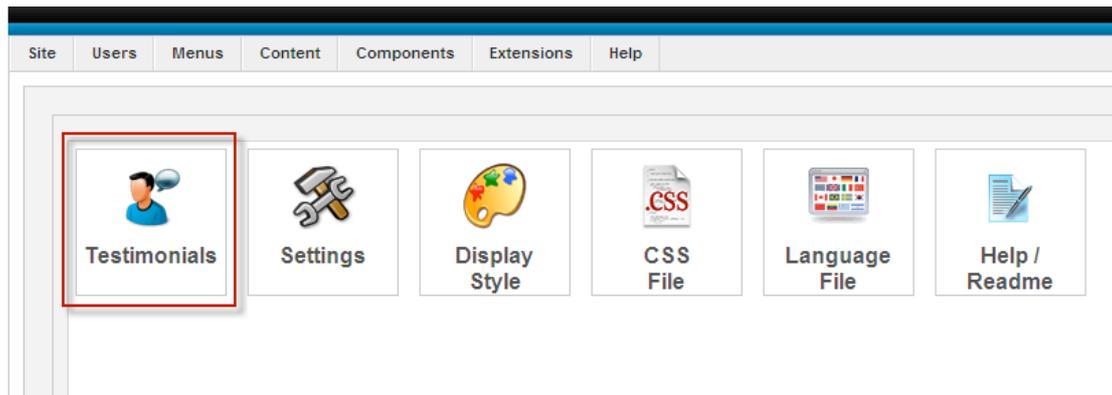


This will open the Testimonial Management menu:



## Adding and Editing Testimonials

To add or edit testimonials, click on the Testimonials button:

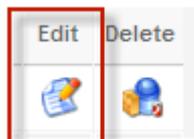


This will open up the Testimonials management screen with a list of already entered testimonials.

Manage Testimonials  

<input type="checkbox"/>	#	Name	Email	Location	Comment	Published	ID	Edit	Delete
<input type="checkbox"/>	1	Karen and Craig	info@thecaperocks.co.nz	Matamata, NZ	Last day of holiday didn't want to go home - "Views to die for"	✓	18		
<input type="checkbox"/>	2	Alga and Grepok	info@thecaperocks.co.nz	Guam, USA	We came for one night, stayed four nights and wish to come back.	✓	17		
<input type="checkbox"/>	3	Esther and Bill Dallas	info@thecaperocks.co.nz	Cyprus	Came for 1 night, stayed two! Wonderful area, relaxed and peaceful - thank you	✓	3		
<input type="checkbox"/>	4	Kevin and Melissa	info@thecaperocks.co.nz	Townsville, North Queensland, Australia	A lovely place, beautiful weather and views. A great place to relax. Will be telling friends, thanks so much.	✓	4		
<input type="checkbox"/>	5	Phil and Trish Suckling	info@thecaperocks.co.nz	Essex, UK	Wonderful to stay, fab view, lovely accommodation, so glad we found this place - thank you	✓	5		
<input type="checkbox"/>	6	Don and Marg	info@thecaperocks.co.nz	Canada	How lucky for us to have found this wonderful place late in the day - couldn't be better!	✓	6		

To edit a testimonial, find it in the list and click on the 'Edit' button to the right:



To add a new testimonial, click on the 'New' button to the right near the top:



Enter or edit the testimonial information as follows:

## Add Testimonial

\* fields are mandatory.

Submitter Name:\*

Email Address:\*

Submitter's Location:

Date of Posting:  
( yyyy-mm-dd )

Comments:\*

### Submitter name

### Email address

The name of the person the testimonial is from. This isn't relevant, but still needs to be entered. You can use the email address [info@thecaperocks.co.nz](mailto:info@thecaperocks.co.nz) for this.

### Submitter's Location

### Date of Posting

Where the person the testimonial is from lives. The date of the testimonial. This isn't shown anywhere, but is good to enter for reference. Use the format as shown – for example 2013-03-26 for 26 March 2013.

### Comments

Enter the actual testimonial text.

When you have entered all the fields, or edited the ones you want, click on the 'Submit testimonial' button at the bottom.

## Deleting a Testimonial

To delete a testimonial, follow the instructions as for adding or editing a testimonial, but on the Testimonials management screen (with a list of already entered testimonials), tick the box to the left of the testimonial(s) you wish to delete.

Manage Testimonials						
<input type="checkbox"/>	#	Name	Email	Location	Comment	Published ID Edit Delete
<input type="checkbox"/>	1	Karen and Craig	info@thecaperocks.co.nz	Matamata, NZ	Last day of holiday didn't want to go home - "Views to die for".	✓ 18
<input type="checkbox"/>	2	Alga and Grepok	info@thecaperocks.co.nz	Guam, USA	We came for one night, stayed four nights and wish to come back.	✓ 17
<input type="checkbox"/>	3	Esther and Bill Dallas	info@thecaperocks.co.nz	Cyprus	Came for 1 night, stayed two! Wonderful area, relaxed and peaceful - thank you	✓ 3
<input type="checkbox"/>	4	Kevin and Melissa	info@thecaperocks.co.nz	Townsville, North Queensland, Australia	A lovely place, beautiful weather and views. A great place to relax. Will be telling friends, thanks so much.	✓ 4
<input type="checkbox"/>	5	Phil and Trish Sucking	info@thecaperocks.co.nz	Essex, UK	Wonderful to stay, fab view, lovely accommodation, so glad we found this place - thank you	✓ 5
<input type="checkbox"/>	6	Don and Marg	info@thecaperocks.co.nz	Canada	How lucky for us to have found this wonderful place late in the day - couldn't be better!	✓ 6

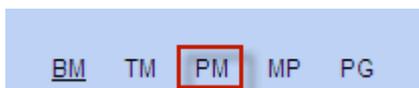
Then click the 'delete' button near the top on the right to delete all the selected testimonials:



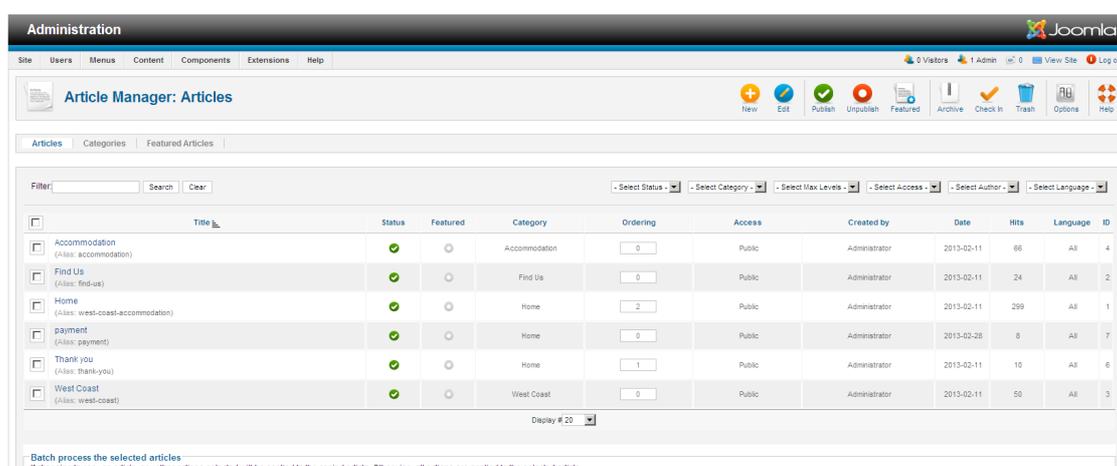
## Changing Text on Pages

The Article Manager (Pages Manager) allows you to change or edit the text on the different pages of the website, such as the Accommodation page.

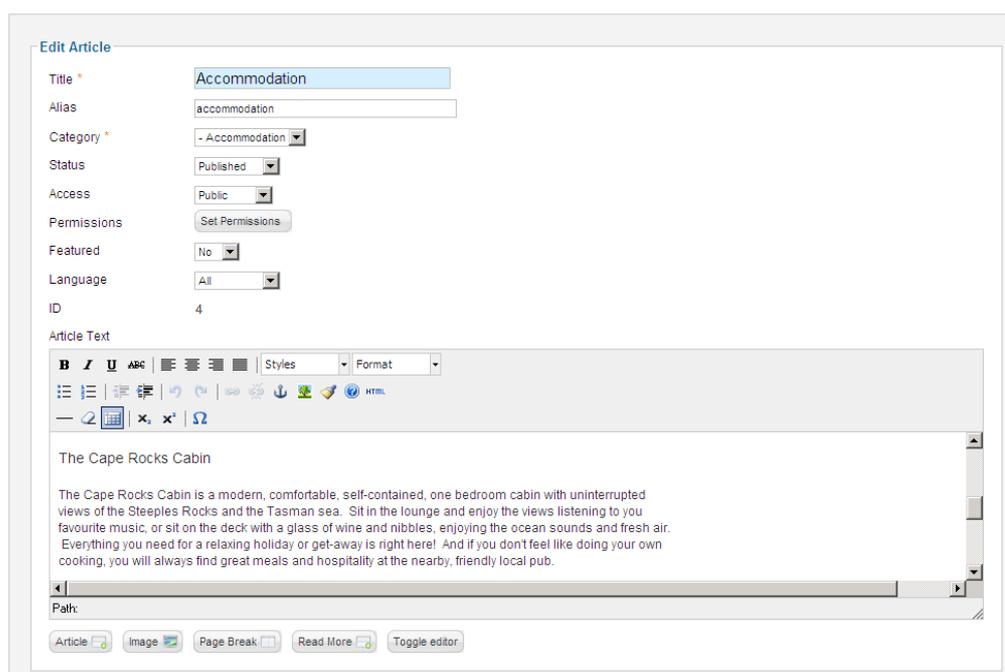
To go to the Pages Manager, click 'PM' from the Administrator Menu at the bottom of the website:



This will open the Article Manager screen:

A screenshot of the Joomla! Administration interface. The top navigation bar includes 'Administration' and 'Joomla!'. Below it, a secondary navigation bar shows 'Article Manager: Articles'. The main content area features a table with columns for Title, Status, Featured, Category, Ordering, Access, Created by, Date, Hits, Language, and ID. The table lists several articles, including 'Accommodation', 'Find Us', 'Home', 'payment', 'Thank you', and 'West Coast'. At the bottom of the table, there is a 'Batch process the selected articles' section with a note: 'If choosing to copy an article, any other actions selected will be applied to the copied article. Otherwise, all actions are applied to the selected article.'

To edit a page, click on the blue name of the page in the Article Manager list. This will open the edit screen:

A screenshot of the Joomla! Article Manager 'Edit Article' screen. The form includes fields for Title (Accommodation), Alias (accommodation), Category (Accommodation), Status (Published), Access (Public), Permissions (Set Permissions), Featured (No), and Language (All). Below the form is a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, and HTML. The article text reads: 'The Cape Rocks Cabin' followed by a paragraph: 'The Cape Rocks Cabin is a modern, comfortable, self-contained, one bedroom cabin with uninterrupted views of the Steeples Rocks and the Tasman sea. Sit in the lounge and enjoy the views listening to you favourite music, or sit on the deck with a glass of wine and nibbles, enjoying the ocean sounds and fresh air. Everything you need for a relaxing holiday or get-away is right here! And if you don't feel like doing your own cooking, you will always find great meals and hospitality at the nearby, friendly local pub.'

You can edit the text on the page by going to the 'Article Text' box, double clicking in the area you want to edit and then making your changes.

When you have completed your changes, click on the 'Save & Close' button at the top right of the page.

**Important!** These pages contain more than just text and aggressively changing the text here can affect the way the web pages displays. If you are wanting to do more than a minor change, please contact us as [info@webmanagers.co.nz](mailto:info@webmanagers.co.nz).

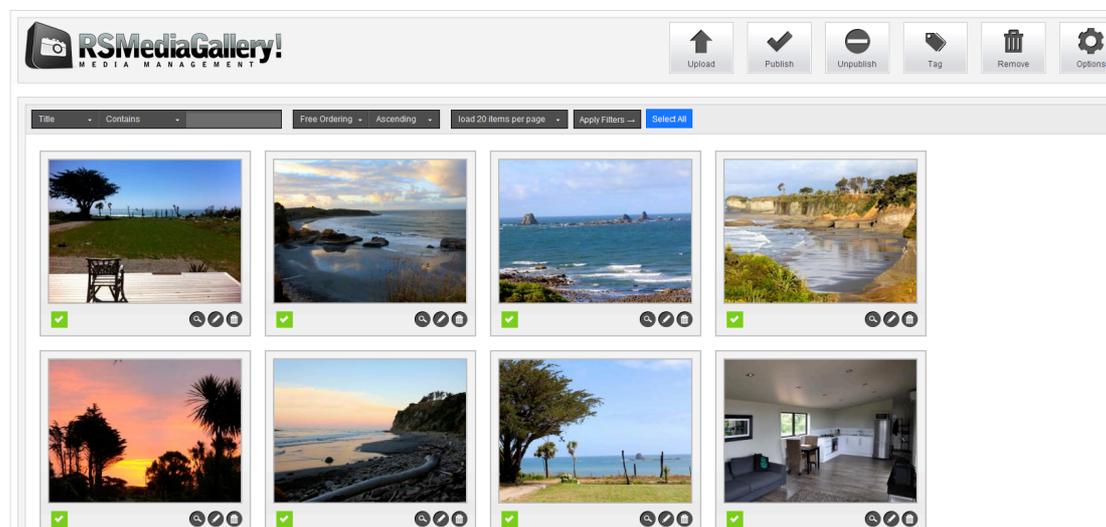
## Managing Photos

The Photo Manager allows you to edit change or delete the photos that scroll through the Accommodation and West Coast pages.

To go to the Photo Manager, click 'PG' from the Administrator Menu at the bottom of the website:



This will open the RSMediaGallery Photo Manager screen with all the photos that have already been uploaded to the website:



## Adding new photos

To add new photos, click on 'upload' in the menu near the top right of the screen:



This will open the box for uploading photos from your computer:

## Add multiple files

Add the following tags automatically

Add tags separated by comma

 Publish the images automatically

Select the files you would like to upload (jpg, png or gif)

Complete the box as follows:

**Add the following tags automatically**

You can enter a tag here so that the website knows which page the photos should go on. Enter 'accommodation' for the accommodation page and enter 'coast' for the West Coast page. If you are uploading a mixture of photos to go on both pages, it is recommended to do this in two lots, one upload for each page.

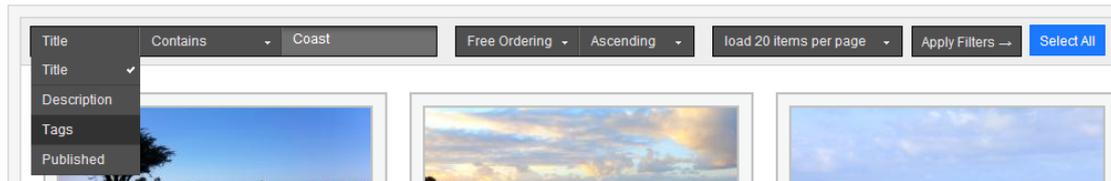
**Publish the images automatically**

Tick this if you want the pictures to go on the website straight away. If this is not ticked, they will still upload, but they won't show until you 'publish' them (which is covered later).

Click on the 'Browse' button to open a box to help you find the pictures you wish to upload. The uploader should start once you select your pictures.

Once uploaded, your pictures should appear with the others.

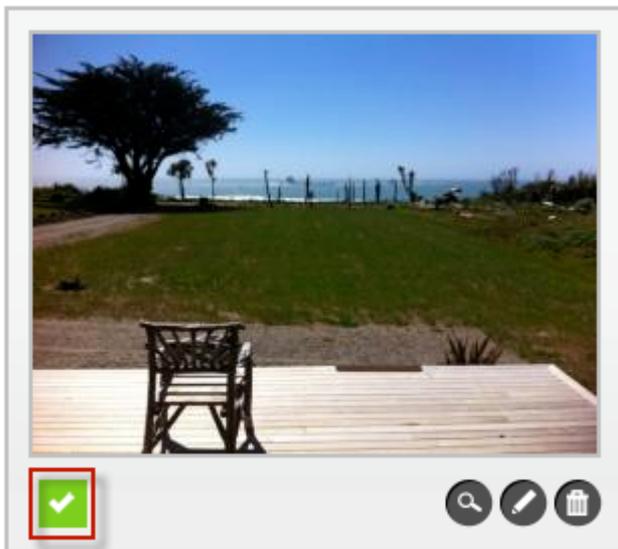
**Tip:** To make it easier to see all the photos for a page on the website, e.g. the West Coast page, you can filter by tag (in this case 'coast'):



Click on the 'Apply Filters' button to apply the filter to the photos.

## Publishing Photos

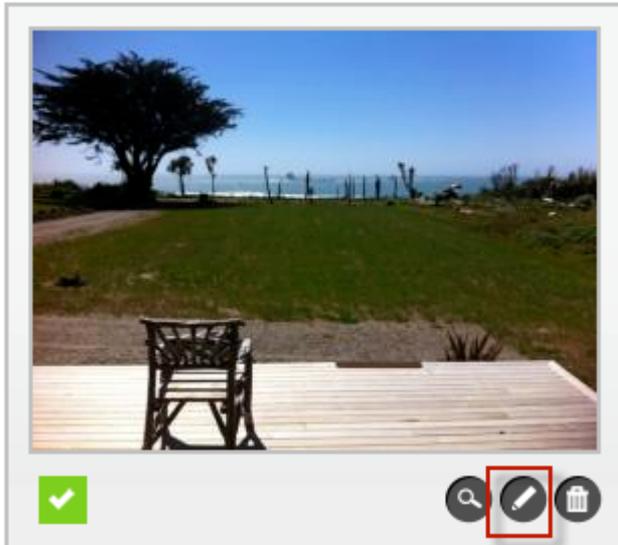
The publishing icon is found on the bottom left of the photo. Green means it is 'live' on the website, a red x means it is not yet live:



To 'publish' a photo, simply click on the red x to change it, or to 'unpublish' a photo, click on the green tick to change it.

## Editing photo information

To edit photo information such as the title which displays under the photo on the website page, click on the edit button of the photo:



This will open up an Edit screen which allows you to make changes:

**Title**  
Ocean view from the cabin deck

**Tags**  
accommodation

Add tags separated by comma

**URL**

**Description**  
Ocean view from the deck

**Created Date**  
Thursday, 14 February 2013 08:17

**Modified Date**  
Thursday, 28 February 2013 07:45

**Hits**  
0

**Published**

**Select thumbnail**  
 Free Aspect Ratio

**Notes:** The title is what shows on the website page, a description is not needed as it is not displayed. Also a URL is not required.

**Troubleshooting:** If a picture is still not showing even when it is published, it may be because it has an incorrect tag. The tag for a photo should be *coast* for West Coast page photos or *accommodation* for Accommodation page photos.

### Deleting a photo

To remove a photo all-together, click on the 'delete' button at the bottom right of the photo:

