





AGRO-START Transnational network for SME support in the animal breeding and horticulture sector



Agro-Start Web Constructor

User Guide



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AGRO-START PROJECT

Agro-Start Web Constructor

User Guide

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Overview

Project goals

The computer system described here (after also *platform*, or *Web contructor*) allows an unlimited number of users (of type *Site administrator*) to create and publish online a website consisting of a navigation menu and a set of html pages.

The task of the websites creation is made in full autonomy and freedom, including the ability to insert media components in html pages and allows unlimited changes later.

System allows site administrators to choose between different graphic themes preloaded to be applied to the site contents.

A new website is instantiated on the platform by a user of type *Network administrator*, who has the ability and responsibility to manage the sites and their *Site administrator*.

The platform is a *Web application*, which is installed on a *web server* and is accessible to users through the Internet using a standard *web browser*.

The use of the functionality offered is made very easy by a simple and intuitive graphical interface.

The system has been designed to be easily usable by anyone, thanks to a simple and intuitive graphical interface: design has aimed to provide to the users only the strictly necessary functionality, while allowing the possibility to incorporate new features in the future.

In this guide, the topics are presented in a modular way and with increasing complexity, rising gradually from the description of the basic concepts to the sections where all the available operations are accompanied with detailed examples and *screenshots*.

Such users *Site administrator* can read the chapter "Network Administrator Features" in order to have a complete knowledge of the platform, but this chapter is not necessary for the management tasks that these users have to perform.

In the last chapter is presented a real case study, describing the sequence of all operations that users need to accomplish for the creation of a new website from scratch.

Technical notes

System is based on the popular and proven platform *CMS* (*Content Management System*) WordPress v3.9.1, an open source software can be freely used and distributed also in commercial and professional environments.

This CMS is suitable for use in many fields of application and an accurate configuration and customization allows to achieve the results described in this document, hiding to the user any unnecessary complexity.

On the platform there is a unique user of type *Administrator*, who has the necessary permissions to modify the configuration of the system down to the smallest detail. For normal activities described in this guide is not never need to use this user.

The design and implementation of the system, with the goals described here, it was very complex, requiring accurate configurations and also the development of components that do not exist before. The platform, as we said in the previous paragraph, allows implementation of any new functionality: the user *Admnistrator* be used for this purpose, but only by qualified personnel because of the potential danger of the authorizations held on the whole system.

Types of users

This chapter describes the types of available users on the platform; keep in mind that users are presented here in descending order of authorization, in the sense that, for example, the *Administrator* has, in addition to their own, even all the authorizations held by the *Network administrator*, but not vice versa.

Administrator (also referred as Admin)

There is only one user on the system of this type and has all the permissions that allow you to change the platform in every detail.

This user during normal use of the platform, it is never necessary because to other users are already exposed all the functionality needed to fulfill their job of site management and publication.

All the information needed to carry out the management of the Wordpress platform beyond the scope of this guide and are readily available online, for example, by referring to the official documentation, starting from the following link: <u>WordPress Codex</u>.

Network Administrator (also referred as NetAdmin)

- There is only one user on the system of this type and has permissions to manage the platform in the normal workflow.
- This user can create, edit and delete web sites. Concurrently with the creation of a new website is created on the user type *Site administrator*.
- The *NetAdmin* have the rights to the manage themes that a *Site administrator* can choose for the creation of websites; he can insert, delete, and set "not available" an unlimited number of themes.
- As indicated in the general concept shown in the head of this chapter, the user *NetAdmin*, in case of necessity, it can also perform editing operations on all web sites present on the platform, assuming the capacity of a *Site administrator*.
- Brief list of permissions:
- Site management
- User management
- Graphic themes management

Site Administrator (also referred as SiteAdmin)

On the system there may be an unlimited number of users of this type and have permissions to manage your own website.

This type of user can create, modify, and delete an unlimited number of html pages that, graphically positioned in the central part of the site, represent the content to publish. In these pages may be present multimedia content. Each page is made accessible via a menu item. For his website, *SiteAdmin* can create, edit and delete an unlimited number of menu items on the left, right or on the top bar of the site, depending on the theme graphic set. These entries represent the links through which can reach the individual html pages created, as well as any links leading to external sites.

Finally, for his site, a *SiteAdmin* can create, modify (in the name and description) and delete an unlimited number of multimedia content (eg, images, graphics, sounds, videos) that can be included in one or more html pages.

Brief list of permissions:

- Page management
- Navigation menu management
- Media library management
- Selecting a graphic theme

Guest

This user can view all websites on the platform, in addition to the public pages of the platform. On a page of the *Web constructor* there is a complete list of online sites.

Access to the system

Excluding the *Guest* type, all users needs to log in to the system (with *username* and *password*) to perform any operation described. The login page is accessible from a link on the home page of the platform, as shown in the figure:

AGRO-START CON	B	R 🗧	SOUTH EAST
HOME SITE LIST USER GUID	DES ACCESS REQUEST		Transnational Cooperation Programme EUROP
HOME ^{© Edit}			MENU
With AGRO-START Web Constructor you can bui market.	ild your own site and publish it o	on platform to increase your vi	isibility on SITE LIST
The whole process is too easy and and free of ch	narge, you can submit an access r	equest just today!	USER GUIDES
You can also download Web Constructor User C	Suide here.		ACCESS REQUEST
Confagricoltura	NVERSITÀ IGLI STUDI 1. MOLISE OF CERTH/IRETETH 1. MOLISE		

The link takes you to the login page, common for all types of user:

Username admin Password Remember Me Log In	
Lost your password? ← Back to Agro-Start Web Constructor	

The highlighted link "Lost your password?" takes you, if need be, to a password recovery page: you can simply indicate your email or username and the system will generate a new temporary password that will be sent to the user's email address. This feature is available for all types of users of the platform:

Please enter your username or email address. You will receive a link to create a new password via email.	
Username or E-mail: Get New Password	
Log in ← Back to Agro-Start Web Constructor	

Network Administration

Network administration

The administration page for the user *NetAdmin* looks like in the picture:

AGRO-START CONSTRUCT	CTOR Howdy, netadmin 📃
🚳 Dashboard 🔹	Dashboard
🔎 Sites	
👗 Users	
🔊 Themes	
Collapse menu	
с .	

On the left you can see the three main menu items through you can perform management tasks described in this chapter.

Via the link shown in the figure below, you can quickly return to this screen, for example, after exceptionally modified page to a website:

AGRO-START CONSTRU	CTOR				
Network Admin	ashb	ooard			
Dashboard			 	 	
🔎 Sites					
📥 Users					
rhemes 🄊					i i
Collapse menu	1				1

Sites management

The "Sites" menu item on the administration page takes the user to the site management page, where you can find the full list of sites on the platform:

AGRO-START CONSTRUCT	CTOR			Howdy, netadmi	n 🖂
🚳 Dashboard	Sites Add New				
🔎 Sites				Search Site	!S
All Sites	Bulk Actions 💠 Apply			📃 📃 3 ite	ms
Add New	Path	Last Updated	Registered	Users	
🛓 Users	/webconstructor/	2014/06/02	2014/05/27	admin netadmin	
Themes Collapse menu	/webconstructor/sitetemplate/	2014/06/02	2014/05/28	admin	
Conapsementa					
	/webconstructor/site1/	2014/06/03	2014/06/03	site1	
	Path	Last Updated	Registered	Users	

The first item in the list is the *Web constructor* site, the second is a model from which platform derive new sites created. Of these two items the *NetAdmin* should not be cured. The third item in the picture is a sample site, created by the function "Add New" button, visible on the left in the menu and at the top of the page, as described in the next section.

New site creation

The creation of a new site begins by clicking on the menu item "Add New"; the link leads to the creation page shown here:

AGRO-START CONSTRUC	TOR		Howdy, netadmin 📃
🙆 Dashboard	Add New Site		
🔎 Sites	Site Address	www.confagricolturapuglia.it/webconstructor/	
All Sites	Site Address	examplesite	
Add New		Only lowercase letters (a-z) and numbers are allowed	
• Usors			
osers	Site Title	Example Site	
Themes			
Collapse menu	Admin Email	examplesite_user@abc.com	
• • •			
	Template	AS-Web-Constructor template 💠	
	A new user will be created if th The username and password w Add Site	ne above email address is not in the database. will be mailed to this email address.	

As you can see from the example screen, you simply provide the following information:

• Site Address

The address of the new site, which is appended to the main address of *Web constructor*. In the example, specifying "examplesite", the full address will be www.confagricolturapuglia.it/webconstructor/examplesite;

• Site Title

The name of the site, which will appear at the top of each page and it will be changed later by *SiteAdmin*;

• Admin Email

The email address of the new user type *SiteAdmin*, which will be the site administrator. At this address will be sent, after clicking on the "Add Site" on the bottom left, an email containing a temporary password to access the platform. The new *SiteAdmin*, once had access to the administration panel, can change the password;

• Template

Of this item, as preset in the figure, the NetAdmin will not heal: it is the "model" that will be copied to create the new site.

Activities on existing sites

In the admin sites page, hovering close to the name of each site you can make out of it some management tasks.

AGRO-START CONSTRUCT	CTOR			Howdy, netadmin 📃
🖚 Dashboard	Sites Add New			
🔎 Sites				Search Sites
All Sites	Bulk Actions 💠 Apply			4 items
Add New	Path	Last Updated	Registered	Users
🛓 Users	/webconstructor/	2014/06/02	2014/05/27	admin netadmin
r Themes	/webconstructor/sitetemplate/	2014/06/02	2014/05/28	admin
Collapse menu				
	/webconstructor/examplesite/ Edit Dashboard Deactivate Archive Spam Delete Visit	2014/06/14	2014/06/14	examplesite
	/webconstructor/site1/	2014/06/03	2014/06/03	site1
	Path	Last Updated	Registered	Users
	Bulk Actions 🗘 Apply			4 items

Some of these (*Dashboard* and *Edit*) compete directly with *SiteAdmin* but, as mentioned above, even the *NetAdmin* can have access to for security reasons. The other activities are specific to a *NetAdmin* as these are closely linked to the management of any situation you do not want, for example, to disable or completely remove a site from the platform (*Deactivate*, and *Delete*).

User management

The "Users" option on the main page takes the user to the user management page, where you can find the full list of users on the platform:

AGRO-START CONSTRUC					Howdy, netadmin 🔟
Dashboard	Users				
🔎 Sites	All (4) Super Admins (2)				Search Users
🛓 Users	Bulk Actions 💠 Apply				4 items
🔊 Themes	Username	Name	E-mail	Registered	Sites
Collapse menu	admin - Super Admin		giancarlolongo@gmail.com	2014/05/27	www.confagricolturapuglia.it/web constructor/ www.confagricolturapuglia.it/web constructor/sitetemplate/
	examplesite		examplesite_user@abc.com	2014/06/14	www.confagricolturapuglia.it/web constructor/examplesite/
	netadmin - Super Admin		netadmin@abc.com	2014/05/28	www.confagricolturapuglia.it/web constructor/
	site1		site1@abc.com	2014/06/03	www.confagricolturapuglia.it/web constructor/site1/
	Username	Name	E-mail	Registered	Sites
	Bulk Actions 💠 Apply				4 items

This screen is of marginal importance as users on the platform coincide with sites created, then there is no activity that *NetAdmin* should do, except for the change password and email described below.

Although any user can change their email and password in autonomy and the platform provides the procedure for recovering passwords directly from the login panel, you may need to accomplish this task by the *NetAdmin*, for example, if a user *SiteAdmin* no longer has access to his email.

It should click on "Edit" under the user to modify:

AGRO-START CONSTRUCT	CTOR				Howdy, netadmin 📃
Dashboard	Users				
🔎 Sites	All (5) Super Admins (2)				Search Users
🛓 Users 🔹	Bulk Actions 🗘 Apply				5 items
🔊 Themes	Username	Name	E-mail	Registered	Sites
Collapse menu	admin - Super Admin		giancarlolongo@gmail.com	2014/05/27	www.confagricolturapuglia.it/webcons tructor/ www.confagricolturapuglia.it/webcons tructor/sitetemplate/
	R exampleagrosite		exampleagrosite@abc.com	2014/06/16	www.confagricolturapuglia.it/webcons tructor/exampleagrosite/
	Edit Delete		examplesite_user@abc.com	2014/06/14	www.confagricolturapuglia.it/webcons tructor/examplesite/ Edit View
	netadmin - Super Admin		netadmin@abc.com	2014/05/28	www.confagricolturapuglia.it/webcons tructor/ www.confagricolturapuglia.it/webcons tructor/site1/
	Site1		site1@abc.com	2014/06/03	www.confagricolturapuglia.it/webcons tructor/site1/
	Username	Name	E-mail	Registered	Sites
	Bulk Actions 💠 Apply				5 items

On the next screen you must enter the new data to the user, in the bottom of the page, and click on "Update User":

AGRO-START CONSTRU	CTOR			Howdy, netadmin 📃
Dashboard	Contact Info			
🔎 Sites	E-mail (required)	examplesite_user@abc.com		
🐣 Users 🔹				
🔊 Themes	Website			
Collapse menu	About the user			
	Biographical Info			
				h.
		Share a little biographical informati	on to fill out your profile. T	'his may be shown publicly.
	New Password			
		If you would like to change the pass	word type a new one. Oth	erwise leave this blank.
	Repeat New Password	Turner and a second second		
		Type your new passwora again.		
		Strength indicator	Hint: The password s	should be at least seven characters long. To make it
		\$ % ^ &).	scronger, use upper	and tower case retters, numbers, and symbols like : - :
	Update User			

Themes management

The "Themes" option on the main page takes the user to the themes management page, where you can find the complete list of graphic themes available on the platform, from which *SiteAdmin* users can choose for their website:

AGRO-START CONSTRU	CTOR	Howdy,	netadmin 📘
2 Dashboard	Themes Add New		
🔎 Sites	All (2) Enabled (2)	Search Installe	d Themes
👗 Users	Bulk Actions 🗘 Apply		2 items
🔊 Themes	Theme	Description	
Installed Themes Add New	Network Disable	Web Constructor Site Template 01 Version 1.0 By Anonymous	
Collapse menu	site_template_02 Network Disable	Web Constructor Site Template 02 Version 1.0 By Anonymous	
	Theme	Description	
	Bulk Actions 💠 Apply		2 items

By clicking on the link shown in the figure, you can disable a theme: in this way will no longer be available for *SiteAdmin* but it will not be removed.

If you want to delete a theme, select it using the checkbox next to the name, select "Delete" from the "Bulk Actions" and click on the "Apply" button:

AGRO-START CONSTRU	ICTOR	Howdy, netadmin 📗
🚳 Dashboard	Themes Add New	
🔎 Sites	All (2) Enabled (2)	Search Installed Themes
👗 Users	Bulk Actions Apply	2 items
🔊 Themes 😽	Network Enable Network Disable	Description
Installed Themes Add New	Delete Notwork Lindble	Web Constructor Site Template 01 Version 1.0 By Anonymous
Collapse menu	site_template_02 Network Disable	Web Constructor Site Template 02 Version 1.0 By Anonymous
	Theme	Description
	Bulk Actions 💠 Apply	2 items

Care should be taken to use these functions: removing a theme that is used by one or more sites may cause display errors until user select a new graphic theme.

By clicking on the menu item "Add New", just below "Themes", you get the following screen:



From here you can select a new theme to be installed on the platform, making it available to the *SiteAdmin*. In the figure there are themes available for download from the Wordpress site.

To load on the platform a complete custom theme you must click on the link "Upload Theme", which is visible at the top of the figure above. This takes you to the screen below where you can upload, by clicking "Choose File", a zip file containing the new graphic theme, and install it permanently by clicking on "Install Now".



Site Administration

Account request

Users not yet registered that want to publish their own website, the platform provides a form to request the activation of a new account. By clicking on the link "Request Access" on the main site, you go to a screen that allows you to send a request to *NetAdmin*, which receives it by mail:

VOID VOID	Note that the
ACCESS REQUEST	

Site administration

The administration page for the user SiteAdmin looks like the following figure.

On the left you can see the main menu with five items which perform management operations described below.

AGRO-START CONSTRUCT	TOR	Howdy, site1 📃
🙆 Dashboard	Dashboard	
Home My Sites		
9) Media		
 Appearance Profile 		
Settings		
Collapse menu		

Through the link "Site admin", represented in the figure below you can quickly return to the main administration screen, while with the link "Visit Site" you can quickly switch to viewing the site you are creating:

AGRO-START CONSTRU			Howdy, site1 📘
Site Admin Visit Site	ashboard		
ноте	1	i i	1
My Sites	- I	1.1	
	1	L L	
01 Media	1	1.1	
			1
Pages			
		i i	
👗 Profile		 	
_	1	1.1	1
Settings	- I	1.1	1
Collapse menu			

While editing your site from the admin panel it is advisable to maintain a separate browser window on the actual site view, to see quickly, with a refresh, the effect of the changes made. In the following paragraphs is not presented the effect of the changes made, as it may vary depending on the theme selected by the user.

General settings

Menu item "Settings" on the main page allows the user to modify some general parameters of the site. The most important are shown in the following figure and are, respectively, the title and subtitle of the site, which appear at the top of every page published:

AGRO-START CONSTRU	CTOR	Howdy, site1 📃
🚳 Dashboard	General Settings	
9) Media Pages	Site Title	site1
Appearance	Tagline	Just another Agro-Start Web Constructor Sites site In a few words, explain what this site is about.
Lt Settings	E-mail Address	site1@abc.com
General Media		This address is used for admin purposes. If you change this we will send you an e-mail at your new address to confirm it. The new address will not become active until confirmed.
Collapse menu	Timezone	UTC+0 UTC time is 2014-06-15 12:53:18 Choose a city in the same timezone as you.
	Date Format	 June 15, 2014 2014/06/15

In settings page "Media", visible in the menu, you can change parameters for multimedia content that the user can upload and which constitute the "Media Library" (described later).

AGRO-START CONSTRUCT	CTOR	Howdy, site1 🛐
② Dashboard	Media Settings	
9; Media	Image sizes	
Pages	The sizes listed below determine t Library.	he maximum dimensions in pixels to use when adding an image to the Media
Appearance		
🚢 Profile	Thumbnail size	Width 150 (c) Height 150 (c)
<mark>↓†</mark> Settings		 Crop thumbnail to exact dimensions (normally thumbnails are proportional)
General Media	Medium size	Max Width 300 🕃 Max Height 300 🤤
Collapse menu	Large size	Max Width 1024 🕃 Max Height 1024 🕃
	Save Changes	

The platform, for each media item was added, in addition to the original file, stores three additional versions of the same file, but with smaller size. On this page *SiteAdmin* can set this size, that'll end up as an option when try to include the image in a page.

User profile

The page "Profile" allows the *SiteAdmin* to change some preferences related to his user, such as the color for the admin interface.

The most important of these options are email and password change, as shown in the following figure:

AGRO-START CONSTRU	CTOR				Howdy, site1 📃
🚳 Dashboard	Contact Info				
9; Media	E-mail (required)	site1@abc.com			
Pages					
🔊 Appearance	Website				
📥 Profile 🔹	About Yourself				
5 Settings					
Collapse menu	Biographical Info				
		Share a little biographical informati	ion to fill out your profile.	This may be shown publicly.	
	New Password				
		If you would like to change the pass	word type a new one. Oth	nerwise leave this blank.	
	Repeat New Password	Type your new password again.			
		Strength indicator	Hint: The password s	hould be at least seven cha	racters long. To
		and symbols like ! " ? \$ % ^ &).	make It stronger, use	upper and lower case lette	rs, numbers,
	\bigcirc				
	Update Profile				

Graphic themes

The menu item "Appearance" takes *SiteAdmin* to a screen that allows him, with just one click on the "Activate" button, to change the theme and feel to his site, selecting from among those made available by the *NetAdmin*:

AGRO-START CONSTRUCT	TOR	Howdy, site1 📃
Dashboard	Themes 2 Search installed themes	
93 Media	Enter Site Title	Growth
 Pages Appearance 	Figure Figure State Stat	Here A set of research the set of the set o
Themes Menus	Even	Theme Details
🛓 Profile	United and the second	
G Settings	Ban billion front in stream	i de la compansión de l
Collapse menu	Active: site_template_01	site_template_02

The "Menu" item, under "Appearance", leads to the management page of the menu navigation of the site:

AGRO-START CONSTRUC		Howdy, site1 🔟
Dashboard	Edit Menus	
93 Media	Your theme does not natively support menus, l	but you can use them in sidebars by adding a "Custom Menu" widget on the Widgets screen.
Pages		
🔊 Appearance	Edit your menu below, or <u>create a new menu</u> .	
Themes Menus	Pages	Menu Name Main menu Save Menu
Menus Profile Settings Collapse menu	Most Recent View All Search Page 03 Page 02 Home Add to Menu Links Totopolica	Menu Structure Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options. Home Page * Page 02 Page * Page 03 Page *
	Categories	Menu Settings Auto add pages Automatically add new top-level pages to this menu Delete Menu Save Menu

We can distinguish two important areas:

 Here is the menu shown on the website; in the example, this is made up by links leading to all pages of the site. You can sort the menu items simply by dragging them above or below. Finally, the "Auto add pages" option allows the automatic addition of a menu item when each new page created. 2. From here you can add new menu items that link to the site pages ("Pages") and to external links ("links").

At the end of the work you need to press the "Save Menu" button to save and publish your changes.

Media library

The menu item "Media" allows *SiteAdmin* to manage the "Media Library" where are listed all the media elements available for website.

Keep in mind that the presence of a media item in the library does not mean that this has been published, since this is necessary to place it in one (or more) pages of the site.

AGRO-START CONSTRUC	TOR				Howdy, site1 📃
🚳 Dashboard	Media Librai	Y Add New			
91 Media	All (2) Images (2)	Unattached (2)			Search Media
Library	Bulk Actions	Apply All dates Filter			2 items
Add New		File	Author	Uploaded to	Date
Pages		75297 JPG	site1	(Unattached)	44 mins ago
Appearance					
👗 Profile		5A- edward-munch-l'urlo-1893-oslo-munchmuseet	site1	(Unattached)	44 mins ago
Settings		Delete Permanently View			
		File	Author	Uploaded to	Date
	Bulk Actions	\$ Apply			2 items

In the figure we note the presence of two links, passing the mouse over each image: "Delete Permanently" and "View".

By clicking on the menu item "Add New" under "Media" or on the link "Add New" button on the "Media Library" page, you can upload a new media item on the platform:

AGRO-START CONSTRUCT	CTOR	Howd	ly, site1	
Dashboard	Upload New Media			
93 Media	r			1
Library Add New				1
Pages	Drop files here			i I
🔊 Appearance	Select Files			I.
📥 Profile				÷
Settings	You are using the multi-file uploader. Problems? Try the <u>browser uploader</u> instead.			1
Collapse menu	Maximum upload file size: 1MB.			

From here you can simply drag a file from your file system to the web page to cause the automatic uploading on the platform.

Pages management

The "Pages" section leads to the management of html pages on the site:

AGRO-START CONSTRUC			Howdy, site1 🔝
🍘 Dashboard	Pages Add New		
9; Media	All (3) Published (3) Trash (1)		Search Pages
📙 Pages	Bulk Actions \$ Apply All dates \$ Filter		3 items
All Pages	Title	Author	Date
Add New	Home	site1	2014/06/03 Published
 Appearance Profile 	Page 02	site1	2014/06/03 Published
Settings Collapse menu	Edit Quick Edit Trash View	site1	2014/06/03 Published
Condpactment	Title	Author	Date
	Bulk Actions + Apply		3 items

As in other management pages, again passing the mouse over an item you can make some activities:

- Edit: modifcation of the page;
- Quick Edit: fast mode of editing the page;
- *Trash*: Move the page to the trash. Trashed pages are displayed by clicking on the link "Trash" at the top;
- *View*: display the page in the format of publication on the website.

Creating and editing a page

By clicking on the menu item "Add New" or on the link "Add New" at the top of the management page, you can create a new html page. You will see the following interface:



Below there is the description of the five major sections of the page.

- 1. *Page title*: appears at the top of the page and as an entry in the navigation menu of the site;
- 2. *Editing area*: *SiteAdmin* inserts here the text and any multimedia elements to be published on the page;
- 3. Editing tools: the platform incorporates a number of tools that allow you to easily attach to the text and to other page elements your preferred style; You can change font, size, alignment, color, style, enter data tables, lists, etc.. Despite the use of these tools is very simple and intuitive, for a complete description of the editing tools, please refer to the official documentation, which is located within the following online page: <u>TinyMCE Advanced</u>.
- 4. *Publication*: is available here the state of the page and you can change this if, for example, the page should be placed temporarily offline. The link "Move to Trash" removes the page and places it in the trash (see previous paragraph).

5. *Page Attributes*: here you can determine the hierarchy of the page you are editing, positioning it such as "child" of another page, indicating the page "parent" via the dropdown menu "Parent": in this way, in navigation menu, the current page is located at a sub-level compared to the "parent".

Inserting a youtube video on a page

To insert a youtube video on a page simply copy and paste the link like the image below:

AGRO-START CONSTRUCT	TOR View Page	Howdy, site1 🔟
🖚 Dashboard	Edit Page Add New	
9 Media	Page updated. View page	
📙 Pages	1	
All Pages	Creating Dynamic Landscape Photographs Video	Publish 🔺
Add New Appearance Profile Settings Collapse menu	Permalink: http://www.confagricolturapuglia.it/webconstructor/site1/creating-dynam tographs-video/ Edit View Page Get Shortlink Visual Text File × Edit × Insert × View × Format × Table × Tools × B I Hi all! Here you can learn how to create fantastic Dynamic Landscape Photographs Video!	Preview Changes Status: Published Edit Visibility: Public Edit Revisions: 4 Browse Published on: Jun 15, 2014 @ 15:11 Edit Move to Trash
	https://www.youtube.com/watch?v=r8HZCdieSAo	Page Attributes Parent (no parent) ‡ Order 0 Need help? Use the Help tab in the upper right of your screen.

By clicking on the "Preview Changes" you can watch the preview as in the following image, while a click on the "Update" button will make the changes take effect and the modified page becomes publicly accessible.



Inserting a media element in a page

Let us assume that you have uploaded an image in the Media Library (see previous paragraphs). To insert this image in the page that you are creating, just press the button "Add Media" button, select the desired item and press the "Insert into page".

In addition, the selection window, by clicking on "Upload Files" you can upload a new file on the fly: in this way there is no need before to access the feature "Media Library".



A study case

Access to the system (Network Administrator user)

Let's Assume that *NetAdmin* has received by mail a request for a new site, and then want to prepare the platform.

From the platform home page you must click on the highlighted link:

AGRO-START CONSTRUCTOR	SOUTH EAST EUROPE Transmational Cooperation Programme
HOME SITE LIST USER GUIDES ACCESS REQUEST	
HOME 2 ^{° Edit}	MENU
With AGRO-START Web Constructor you can build your own site and publish it on platform to incre market.	ease your visibility on SITE LIST
The whole process is too easy and and free of charge, you can submit an access request just today!	USER GUIDES
You can also download Web Constructor User Guide here.	ACCESS REQUEST
	Admin Area
AGRO-START partners	
Confagricoltura Puglia Puglia	RFC

The link takes you to the login page where you must enter the username and password of the user *NetAdmin* and click on the button "Log In":

Username netadmin	
Password	
Remember Me	
Lost your password? ← Back to Agro-Start Web Constructor	

Site and user activation

AGRO-START CONSTRU	Hov	wdy, netadmin 📃
🕸 Dashboard 🚽	Dashboard	
🔑 Sites	All Sites	i
よ Users	Add New	1
🔊 Themes		1
Collapse menu		1
		I I
		I I

Once logged into the system you need to click on the highlighted link below:

This link leads to the site creation page where you must fill in the required fields and click the button "Add Site"; following are some sample data:

AGRO-START CONSTRUCT	CTOR		Howdy, netadmin 📃
🖚 Dashboard	Add New Site		
🔎 Sites	Site Address	www.confagricolturapuglia.it/webconstructor/	
All Sites		exampleAgroSite	
Add New		Only lowercase letters (a-z) and numbers are allowed.	
o osers	Site Title	Example Agro Site	
Themes			
Collapse menu	Admin Email	exampleAgroSiteUser@abc.com	
	Template	AS-Web-Constructor template 🜲	
	A new user will be created if th The username and password v Add Site	he above email address is not in the database. vill be mailed to this email address.	

A confirmation message warns the user that the procedure was completed without errors:

AGRO-START CONSTRUCT	CTOR		Howdy, netadmin 📃
🖚 Dashboard	Add New Site		
🔎 Sites	Site added. Visit Dashboard or Ed	it Site	
All Sites Add New	Site Address	www.confagricolturapuglia.it/webconstructor/	
▲ Users Model A to the set of the		Only lowercase letters (a-z) and numbers are allowed.	
Collapse menu	Site Title		
	Admin Email		
	Template	AS-Web-Constructor template \$	
	A new user will be created if th The username and password v	e above email address is not in the database. vill be mailed to this email address.	
	Add Site		

At this point, new website will be immediately activated and public; accessing it with a browser at

http://www.confagricolturapuglia.it/webconstructor/exampleagrosite/

you can see the result:



Note that you have created a site with some sample content: a home page, two pages and the html navigation menu. We will see in the next sections how to delete the sample data and create new pages.

Access to the system (Site Administrator user)

The new user you just created with the web site, of type *SiteAdmin*, with username equal to the name of the site (*exampleagrosite*), will have received an email containing username and password.

From any page of the platform you must click on the highlighted link. We chose the page "Site List" to point out that in the list of sites now appears the new one:

AGRO-START CONSTRUCTOR	SOUTH EAST EUROPE Tarasautional Cooperation Programme
HOME SITE LIST USEP JUIDES ACCESS REQUEST	
	MENU
The following sites were created using Agro-Start Web Constructor and are currently online. L Example Agro Site Just another Agro-Start Web Constructor Sites site	SITE LIST USER GUIDES
Example Site Just another Agro-Start Web Constructor Sites site	ACCESS REQUEST

The link leads to the login page where you must enter username and password of the user *SiteAdmin* and click on the button "Log In":

AGRO-START CONSTRUCTOR
Username
Password
Remember Me
Lost your password? ← Back to Agro-Start Web Constructor

When properly logged in, to the user is presented the main screen of site management:

AGRO-START CONSTRU	CTOR	Howdy, exampleagrosite 📃
Dashboard	Dashboard	
Home My Sites		
9) Media 🔲 Pages		
 Appearance Profile Settings 		
Collapse menu		

Selecting a graphic theme

To change the graphical theme set by default at the creation of the site, you need to click on the menu item "Appearance" and, on the next screen select the preferred graphical theme by clicking the "Activate" button:



By clicking on the link "Visit Site" you can check the result:



НОМЕ	PAGE 02 PAGE 03
+	EXAMPLE AGRO SITE JUST ANOTHER AGRO-START WEB CONSTRUCTOR SITES SITE
• Home • Page 02 • Page 03 <u>Admin Area</u>	Home F Edit This is the home
	Copyright © 2014. All Rights Reserved.

Deleting sample pages

To delete the sample pages created by default with the site you need to click on the menu item "Pages" and in the next screen click on the link "Trash", at the two pages to be deleted "Page 02" and "Page 03 ":

AGRO-START CONSTRUCTOR		Howdy, exa	mpleagrosite 🔝
🚯 Dashboard	Pages Add New		
9; Media	All (3) Published (3) Trash (1)		Search Pages
Pages	Bulk Actions Apply All dates Filter 		3 items
All Pages	Title	Author	Date
Add New	Home	exampleag rosite	41 mins ago Published
 Profile Settings 	Page 02 Edit Quick Edit Trash View	exampleag rosite	41 mins ago Published
Collapse menu	Page 03	exampleag rosite	41 mins ago Published
	Title	Author	Date
	Bulk Actions 🗘 Apply		3 items

After performing the two operations, the pages management screen will look like this (note the delete confirmation message and a link to cancel the operation):

AGRO-START CONSTRU	CTOR	Howdy, ex	ampleagrosite 📃
🙆 Dashboard	Pages Add New		
9] Media	1 page moved to the Trash. Undo		
📙 Pages 🛛 🖣			Court Dooro
All Pages Add New	All (1) Published (1) Trash (3) Bulk Actions + Apply All dates + Filter		Search Pages
~	Title	Author	Date
Appearance Profile Settings	Home	exampleag rosite	43 mins ago Published
La Settings	Title	Author	Date
Collapse menu	Bulk Actions 🗘 Apply		1 item

Creating a new page

To create a new page you must click on the menu item "Add New" under "Pages", place in designated areas the title and the content, and then click the button "Publish":



After the creation process, we can verify by clicking on "All Pages" that the page appear in the full list:

AGRO-START CONSTRU	CTOR	Howdy, ex	ampleagrosite 🙎
🙆 Dashboard	Pages Add New		
93 Media	All (2) Published (2) Trash (3)		Search Pages
📙 Pages 🔸	Bulk Actions Apply All dates Filter		2 items
All Pages	Title	Author	Date
Add New	Home	exampleag rosite	1 hour ago Published
AppearanceProfile	Our Products	exampleag rosite	3 mins ago Published
Settings	☐ Title	Author	Date
Collapse menu	Bulk Actions 💠 Apply		2 items

Navigation menu management

Now we access the menu management section, clicking on the menu item "Menus", under "Appearance". On the next screen we can see that they are still present the menu items for the two deleted sample pages, "Page 02" and "Page 03": we must eliminate these. Let's click on "Page" as shown below:

AGRO-START CONSTRUCT	FOR	Howdy, exampleagrosite 🔟	
🖚 Dashboard	Edit Menus		
93 Media	Your theme does not natively support menus	, but you can use them in sidebars by adding a "Custom Menu" widget on the Widgets screen.	
Pages	·		
🔊 Appearance	Edit your menu below, or <u>create a new menu</u> .		
Themes Menus	Pages 🔺	Menu Name Main menu Save Menu	
🕹 Profile	Most Recent View All Search Drag each item into the order you prefer. Click the arrow on the right of the item to readditional configuration options.		
Settings			
Collapse menu		Home Page v	
	Select All Add to Menu	Page 02 Page v	
	Links v		
	Categories v	Page 03 Page v	
		Our Products Page v	
		Menu Settings	
		Auto add pages 🖌 Automatically add new top-level pages to this menu	
		Delete Menu Save Menu	

The system show to the user the properties of the selected menu item, enabling you to edit them. We are interested to permanently delete the item, by clicking on the red link "Remove":

AGRO-START CONSTRUCT	OR				Howdy, exampleagrosite 📃
Dashbaard			Home	Page ▼	
E Dasinoard	Select All	Add to Menu	Page 02	Page 🔺	
9) Media	Links		1 460 02	0-	
📕 Pages			Navigation Label	Title Attribute	
	Categories	v	Page 02		
🔊 Appearance			Open link in a new window.	/tab	
Themes			CSS Classes (optional)	Link Relationship (XFN)	
Menus					
• Desfile			Description		
Profile					
Settings				1	
Collapse menu			The description will be displayed in the menu if the current theme supports it.		
			Move <u>Up one</u> <u>Down one</u> <u>Unde</u>	er Home To the top	
			Original: Page 02		
			Remove Cancel		

It should also do this action with the other menu item "Page 03".

At the end of the changes is necessary to click on the button "Save Menu" to publish the new version of the menu:

Howdy, exampleagrosite 🗾	
n use them in sidebars by adding a "Custom Menu" widget on the Widgets screen.	
ame Main menu Save Menu	
J cture n into the order you prefer. Click the arrow on the right of the item to reveal nfiguration options.	
e Page v	
Products Page v	
Settings	
Automatically add new top-level pages to this menu	

Visit the website

AGRO-START CONSTRUCTOR Site Admin Main menu has been upda Visit Site ♀ Media Pages ► Appearance

By clicking on the quick link "Visit Site" you can verify that the changes made are online:

Here we see the home page:

номе	OUR PRODUCTS
-	EXAMPLE AGRO SITE JUST ANOTHER AGRO-START WEB CONSTRUCTOR SITES SITE
• Home • Our Products Admin Area	Home Edit This is the home
	Copyright © 2014. All Rights Reserved.

And here the newly created page:



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