



Qualpha Solutions

Q-Site

Content Management System

Creating and Editing Website Pages
Managing Menus
Site Navigation

Qualpha Solutions

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Contents

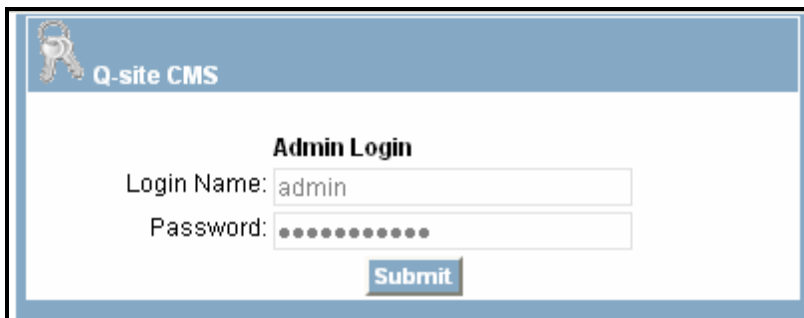
<i>Chapter</i>		<i>Page</i>
<i>1</i>	<i>Introduction</i>	<i>2</i>
<i>2</i>	<i>Accessing Q-site</i>	<i>2</i>
<i>3</i>	<i>The Modules</i>	<i>2</i>
<i>4</i>	<i>Site Manager</i>	<i>4</i>
<i>5</i>	<i>Menu Manager</i>	<i>5</i>
<i>6</i>	<i>Content Manager</i>	<i>7</i>
<i>7</i>	<i>Notice Manager</i>	<i>11</i>
<i>8</i>	<i>Account Manager</i>	<i>12</i>
<i>9</i>	<i>Template Manager</i>	<i>12</i>
<i>10</i>	<i>News Manager</i>	<i>13</i>

1. Introduction

Q-Site is a content management system which allows full control of the page content and navigation function of your website. It features Qualpha's 3-Level navigation system which allows you to create and control sub menu systems. Q- Site has dual language capability, in other words, your website can have two versions with different languages.

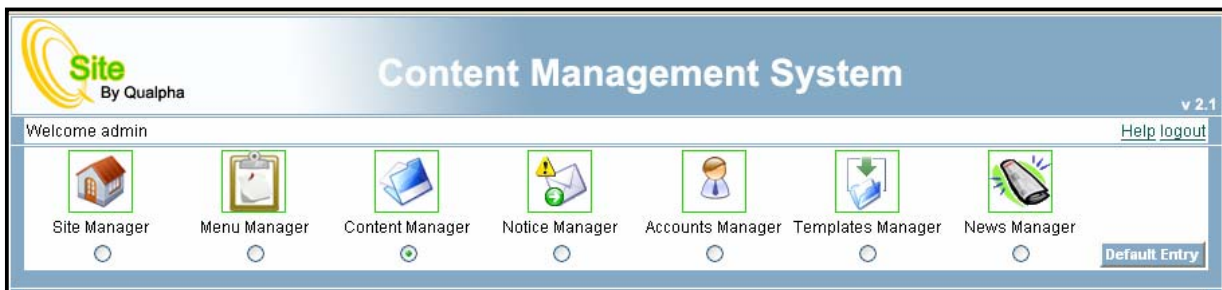
2. Accessing Q-Site

Enter your domain name followed by '/admin' into the URL bar of your web browser, e.g. www.yourname.com/admin



Enter your username and password.

3. The Modules



Note: Depending on the version purchased, some modules may not be available

See pages 5 – 12 for a more detailed description of each module.

Default Entry

Choose one of the function options above and then click on the **Default Entry** button. This will allow the selected function to become the entry page after login

Site Manager

Configure the website's title together with keywords and descriptions for internet robot search. Configure the width and background colour of navigation menus.

Menu Manager

Use this function to add new menu/submenu items, edit menu/submenu descriptions or remove items from the navigation system. External links can be created with the hyperlink set to open the page in a new or the current window

Content Manager

This module is used to add a new page, edit existing page content or remove a page from the website. Each page can be linked to the navigation menu and will be displayed on the navigation bar at the top of the page.

Note: Adding a page to the menu system will not make a direct link. This link is made through the **Menu Manager** module.

Notice Manager

Urgent messages can be posted here. The message will be displayed on the main entry page within a wide banner positioned near the top of the page. The message will loop until it is disabled. Care should be taken over the message length with a line break (
) inserted to ensure proper display. For example,
SCHOOL CLOSURE
 Please be advised that the school will close today due to the approach of Typhoon Annie
School buses will depart on their regular routes at 12:30pm for students using buses.
Parents are advised to make arrangements for the collection of their children at 12:30pm for those not using school buses

Account Manager

Create new user accounts here. Accounts can have different levels of access rights and these include:

- Site Configuration access
- Menu Manager access
- Content Manager access
- Account Manager access
- Notice Manager access
- Template Manager access

Template Manager

Use this module to create, edit or remove a content page template. When a new page is created, the **Content Manager** will allow the user to select from a list of content templates which are defined by the **Template Manager**.

News Manager

The module is used to post news which will be displayed on the main entry page.

4. Site Manager



Site Manager



Page Title

- Enter the name of the website

Keywords

- Internet search engines (e.g. Google) will look for these words when conducting their searches.

Description

- It is the description of the search results of WebPages conducted by Internet search engines.

Level 1 Menu Colour

- This is the background colour for the level one navigation menu. Note: hexadecimal codes are used.

Level 1 Menu Width

- This is the width, in pixels, of the Level 1 menu.
- The background colour and width of Level 2 and Level 3 menus can be set

Footer Note

- This note will sit at the bottom of each page on the site.
Note: HTML tags are used to format the text.

Update

- The update button must be pressed before any changes will take place.

5. Menu Manager



This is the Menu Manager main panel. It describes the navigation between menu levels and webpages. It is possible to have up to three menu levels.

Menu Management					Add New Item
Level 1 Menu					
Name	URL	Target	Action		
Welcome - 歡迎	index.php	_self	Edit	Remove ↓	
About us - 關於我們		_self	Edit	Remove ↓ ↑	
Our Services - 服務範圍		_self	Edit	Remove ↓ ↑	
Our Solutions - 解決方案	page.php?page_id=28	_self	Edit	Remove ↓ ↑	
Video Demonstration - 影像示範			Edit	Remove ↓ ↑	
Live Demonstration - 網上示範系統	page.php?page_id=19	_self	Edit	Remove ↓ ↑	
Contact Us - 聯絡我們	page.php?page_id=7	_self	Edit	Remove ↑	

Level 2 Menu					Add New Item
Name	URL	Target	Navigation Path	Action	
Company Profile - 公司簡介	page.php?page_id=2	_self	About us	Edit Remove ↓	
Company Goals - 目標	page.php?page_id=3	_self	About us	Edit Remove ↓ ↑	
Application Consulting - 應用軟件諮詢	page.php?page_id=6	_self	Our Services	Edit Remove ↓ ↑	
School Timetabling - 時間表創建	page.php?page_id=4	_self	Our Services	Edit Remove ↓ ↑	
Q-Get - 統計系統	page.php?page_id=10	_self	Our Solutions	Edit Remove ↓ ↑	
Q-Alumni - 舊生會系統	page.php?page_id=12	_self	Our Solutions	Edit Remove ↓ ↑	
Q-Site - 網站管理系統	page.php?page_id=13	_self	Our Solutions	Edit Remove ↓ ↑	
Q-Platform - 智信系統	page.php?page_id=14	_self	Our Solutions	Edit Remove ↓ ↑	
Q-ACMAS - 課外活動系統	page.php?page_id=22	_self	Our Solutions	Edit Remove ↓ ↑	
Q-Reporting - 學校成績報告系統	page.php?page_id=23	_self	Our Solutions	Edit Remove ↓ ↑	
Q-Reporter - 專業報告系統	page.php?page_id=24	_self	Our Solutions	Edit Remove ↓ ↑	
Q-Scheduler - 家長日預約系統	page.php?page_id=28	_self	Our Solutions	Edit Remove ↑	

For all three levels:

Name - The text which appears in the item

URL - The page to which the menu item is linked. A blank space signifies that the item is linked to the next menu level.

Target - Signifies whether the page will open in the current window or a new one.
_self = the current window
_blank = a new window

Action - For editing, removing or changing the order of menu items.

Navigation Path - (levels 2 and 3 only) the path item displayed at the top of each webpage.

Adding a New Menu Item to Level 1

(Please note that for some systems the feature for adding a new menu to Level 1 is disabled)

To add menu item to the First level click



English Menu Name

Chinese Menu Name

URL

Target _self _blank

Menu Name

- Enter the text which will appear on the menu

URL

- Enter the URL of the page to be displayed (See Chapter 5) or, if there is to be a submenu (Level 2), leave blank

Target

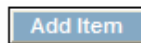
- To open the page in the current or a new window

Add Item

- Click to add the item to the menu system

Adding a New Menu Item to Level 2

To add menu item to the Level 2 click



English Menu Name

Chinese Menu Name

URL

Target _self _blank

Attach to Level 1 Menu

- Select the Level 1 menu to which the submenu is to be attached

Menu Name

- Enter the text which will appear on the menu

URL

- Enter the URL of the page to be displayed or, if there is to be a submenu (Level 3), leave blank

Target

- To open in the current or a new window

Add Item

- Click to add the item to the menu system

Adding a New Menu Item to Level 3

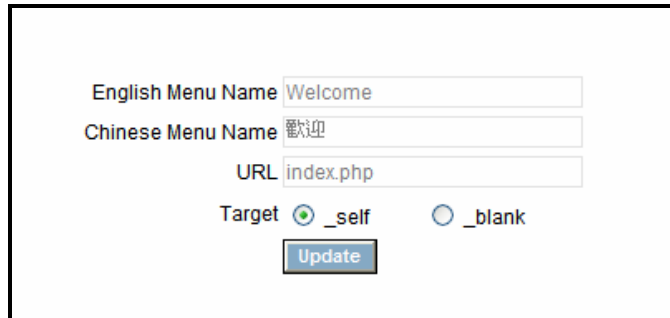
To add menu item to the Level 3 click



Follow the same procedure as adding a menu item to Level 2

Editing a Level 1 Menu Item

Click [Edit](#) for the item to be changed



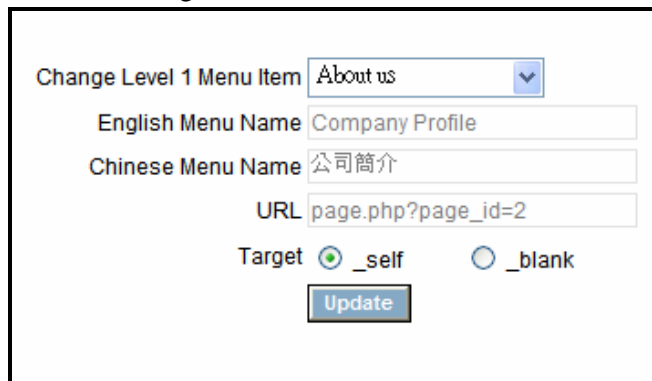
The screenshot shows a form for editing a Level 1 menu item. It contains the following fields and controls:

- English Menu Name:
- Chinese Menu Name:
- URL:
- Target: _self _blank
- Update:

- Menu Name** - The menu item text
- URL** - The URL of the page to be displayed
- Target** - To open in the current or a new window
- Update** - Update must be pressed to make any changes

Editing a Level 2 or 3 Item

Click [Edit](#) for the item to be changed



The screenshot shows a form for editing a Level 2 or 3 menu item. It contains the following fields and controls:

- Change Level 1 Menu Item: (dropdown menu)
- English Menu Name:
- Chinese Menu Name:
- URL:
- Target: _self _blank
- Update:

- Change Level 1 Menu item** - Select the Level 1 menu item to be linked
- Menu Name** - The menu item text
- URL** - The URL of the page to be displayed
- Target** - To open in the current or a new window
- Update** - Update must be pressed to make any changes

Removing a Menu item

Click [Remove](#) for the item to be removed.

Repositioning a Menu Item

Use the up and down arrows. ↓ ↑

6. Content Manager




Content Manager



This is the page content management panel. It lists all the pages in the website.

Content Management [Search Engine Statistic Report](#)

Choose Template: ->  [Add Article](#)

Filter on Level 1 Menu:

Total of 19 Pages

Page Name	Navigation Path	URL					
Contact Us Thank You	Independent Page	page.php?page_id=26					
Registration Thank You	Independent Page	page.php?page_id=27					
Q-Get Features	Independent Page	page.php?page_id=11					
Privacy	Independent Page	page.php?page_id=8					
Contact Us	Independent Page	page.php?page_id=7					
Index	Welcome	page.php?page_id=1					
Profile	About us -> Company Profile	page.php?page_id=2					
Goals	About us -> Company Goals	page.php?page_id=3					
School Timetabling	Our Services -> School Timetabling	page.php?page_id=4					
Application Consulting	Our Services -> Application Consulting	page.php?page_id=6					
Q-Scheduler	Our Solutions	page.php?page_id=28					
Q-Get	Our Solutions -> Q-Get	page.php?page_id=10					

Page

Search Engine Statistic Record

- Record of the WebPages have been searched with details of the date and the key words.

Choose Template

- Choose page template for a new page

Add Article

- Click to create a new page

Filter on Level 1 Menu

-Filter list to a chosen menu level

Page Name

- Name of previously created page

Navigation Path

- Navigation path displayed on live page

URL

- Page URL



- Preview an existing page



- Edit an existing page in English



- Edit an existing page in Chinese



- Delete an existing page



- Page is published

Adding a new page

- Select an existing page template either the default (blank) template or a pre-formatted page

Choose Template: --Select--

- Click 'Add article'




The work area here is where the new page will be constructed and the web authoring tools can be used to assist with the construction. This is an open source webpage editing tool and a detailed description of how to construct pages please refer to

http://docs.fckeditor.net/FCKeditor_2.x/Users_Guide.

The screenshot shows a form titled "Add New Article" with the following fields and callouts:


- Author:** admin
- Select Level 1 Menu Item:** --Select-- (Callout: Select the Level 1 menu for the path of the page – or indicate if it is to be an independent page.)
- Select Level 2 Menu Item:** (Callout: Indicate the other menu levels for the page path, as necessary.)
- Select Level 3 Menu Item:** (Callout: Indicate the other menu levels for the page path, as necessary.)
- Page Name:** (Callout: Give the page a name)
- Brief Description:** (Callout: A brief description (for web search engines))

On Completion of the page click 

After completion, note the URL (e.g. *page.php?page_id=11*) and use Menu Manager to link this page to a menu item (see Chapter 4).

Alternatively, for an independent page, use a hyperlink from the appropriate page.

Editing an Existing Page

Click  to edit an existing page.

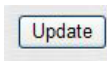
Page Name	Navigation Path	URL
Contact Us Thank You	Independent Page	page.php?page_id=26









Amend the page contents, if necessary using the web authoring tools as described in the previous section.

Click  to complete the page.

Click  to preview the page

Click  to publish the page. (This icon will change to  on publishing the page).

7. Notice Manager



The notice will be displayed on the home page of the website when activated. It will scroll continually across a large banner placed towards the top of the page.



The screenshot shows a web form for managing notices. It includes the following fields and elements:

- Notice Start Date: (dd-mm-yyyy)
- Notice End Date: (dd-mm-yyyy)
- Notice Name:
- Notice English Contents:
- Notice Chinese Contents:
- Instructions: `
` must be used to create a new line. The system will force the new line at this point.
- Example: For Example: 'Make a `
`new line' will be displayed as
Make a
new line
- Submit button: Add Notice

Notice Start Date - Enter the starting date for activation

Notice End Date - Enter the ending date for deactivation

Notice Name - Enter the name of the notice.

Notice Contents - Enter the text of the notice using HTML tags if necessary. For example, text enclosed in ` ` will appear as bold text. `
` forces a new line.

Add Notice - The Update button must be pressed in order to make any changes.

8. Account Manager



Accounts Manager



Account Management Create New Account

Login Name
Password

Access Rights

<input type="checkbox"/> Site Configuration	<input type="checkbox"/> Menu Manager	<input type="checkbox"/> Account Manager
<input type="checkbox"/> Content Manager	<input type="checkbox"/> Notice Manager	<input type="checkbox"/> Template Manager
<input type="checkbox"/> News Manager		

Login Name	Access Rights List	Action
admin	Site Manager, Menu Manager, Content Manager, Notice Manager, Accounts Manager, Templates Manager, News Manager,	Edit Remove

Login name -Enter a login name for the user

Password - Enter a password for the user

Check the boxes appropriate to the access rights to be granted the user.

Existing users may be removed or their access rights changed.

9. Template Manager



Templates Manager



Template Name

Contents

Template Name	Action
Default template	Edit Remove

Template Name - Enter a name for the template

Content - Setup the page template here. An understanding of HTML will be required

If page template is to contain tables, formatted text etc.

Add Template - Click the Add Template button to save the template.

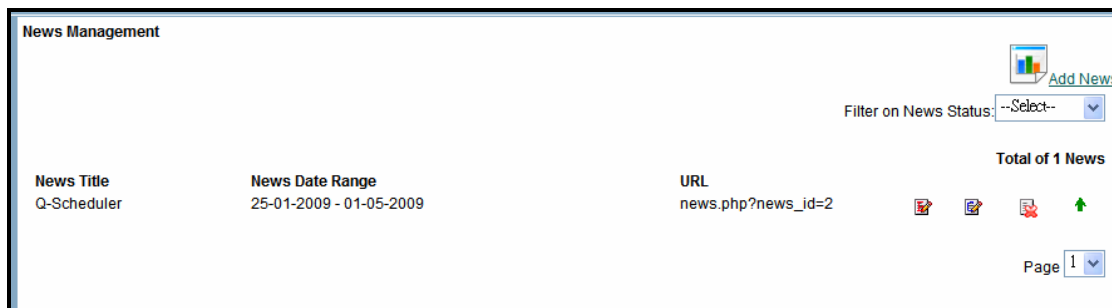
The new template can then be used in the **Content Manager**.

Existing templates can be edited or removed.

10. News Manager



This is the news management panel.



Add news - Create a news item

Filter on News Status - News items can be filtered on the status

News Title - The title of the news item

News Date Range - The duration of time that the news item is active.

URL - Page URL



- Edit the news in English



- Edit the news in Chinese



- Remove the news



- Archive the news

Add a new news

Click Add news



Author: **admin** Last Modified Date: 26-03-200

News Title:

Short Description:

News Start Date:

News End Date:

News Details:

A rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar are dropdown menus for '樣式' (Style), '格式' (Format), '字體' (Font), and '大小' (Size).

- Enter the title of the news item
- A brief description
- Enter the starting and ending date of the active period of the news.