



Manual

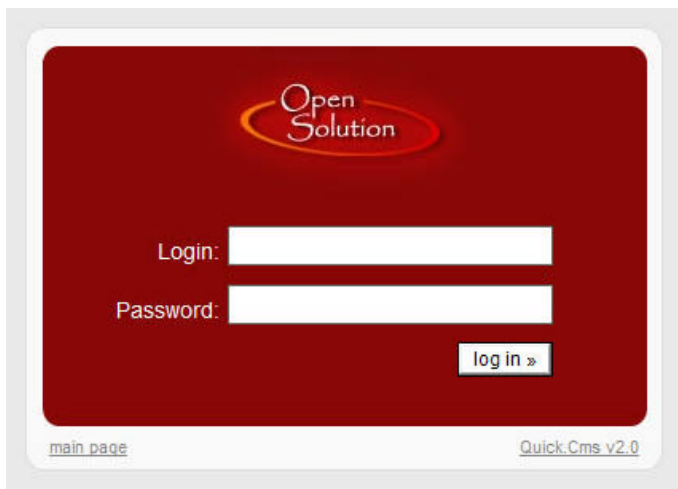
Below, you can find description of all basic options from administration panel.

Login

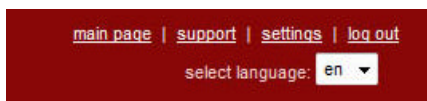
To enter to administration, you should add to web address: 'admin/', e.g.: if address looks like: 'http://example.com/' [http://example.com/]', administration will be: 'http://example.com/admin' [http://example.com/admin]'. On the site, you will see login screen. At the beginning, login and password are set as follows:

Login: **admin**

Password: **admin**



You can change it after login to administration. To do that, select from upper right menu **settings** link.



Settings modification

On **settings** page, you can set all basic data.

Setting page contains following fields:

- **Page title** - content of this field will be displayed in browser's stripe. It is important also for searchers - it will appear as title of your site.
- **Description** - this field is used mostly by searchers. It will appear as description of the site in searchers.
- **Keywords** - words connected with the site - mostly searchers use this field.
- **Slogan** - slogan, which appears under logo.
- **Foot info** - this information appears on the left side of footer, it can contain e.g. information about copyright law.
- **Login** - login of administrator.
- **Password** - password of administrator.

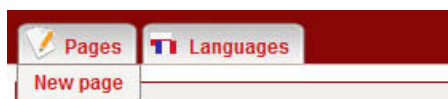
Besides this basic information and the most important, on the right side of the page you can find panel with additional fields. They were divided into few tabs.

At the settings page, additional panel consists of following tabs:

1. **Options** - with following fields:
 - **Default language** - choosing default language.
 - **Styles template** - you can choose template of style for page.
 - **Administrator is able to see hidden pages** - here you can decide if logged administrator will be able to see hidden pages (in client-side).
 - **WYSWIG editor** - you can decide if WYSWIG editor should be displayed above short and full description while adding/editing page.
2. **Pages** - contains following fields:
 - **Start page** - set of page/subpage as main/home page (attention: firstly you should create this pages).

Pages management

After setting basic data on the page 'settings', it's time to input content of pages. Together with edition, it is one of the most frequent activities. Menu with this options is placed below logo. It looks like tabs with icons. If it is needed they develop (pull-down menu).

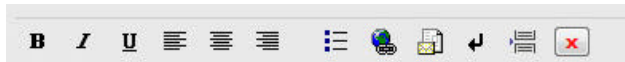


After placing cursor over 'pages' tab, and selecting 'new page', you will go to adding new page/subpage form. Similar to page 'settings' it consist of two parts - basic information (left side) and additional panel - tabs on the right side, you can hide them by clicking on "Hide tabs" link.

Particular field in left side of the page means:

- **Name** - name of page/subpage.
- **Short description** - data entered here will be displayed in full description if its field will be empty. Short description is displayed also in list of subpages on parent page.
- **Full description** - displays on detailed page.

Above 'full description' field is placed default editor.



There is a possibility to change default editor for WYSIWIG editor(see [settings' modifyfication](#)), which appears also above 'short description' field.

Additional panel (on the right side) consist of 4 tabs:



























1. **Options** - contains following options:
 - **Status** - information if particular page/subpage should be visible or not.
 - **Position** - order of pages' displaying. Page with lower position is displayed before page with higher position. You can use negative number.
 - **Parent page** - here you can select parent page for particular subpage. If page don't have subpage, select 'none'.
 - **Menu** - describe where (in which menu) page will appears.
 - **Address** - entering web address into this field means that the visitor will be automatically moved to the web page which address was entered.
2. **View** - contains fields:
 - **Subpages** - way of displaying subpages of particular page. You can choose between:
 - **List** (name, description) – subpages of particular page will be displayed as list with name and short description.
 - **List** (name, description, photo) - subpages of particular page will be displayed as list with name, short description and photo.
 - **Template** - template file (with tpl extension), which will be use for particular page.
 - **Theme** - theme file (with php extension, placed in "templates/themes/" directory), which define structure of the page.
 - **Banner** - graphic file, which will be displayed at the top of the page (below logo and slogan).
3. **Files** - it is devided into following sections:
 - **Select files from computer to upload** - let you upload files from your hard drive to the server, select appropriate file (using select button). Additional fields describing photos:
 - **Description** - description displayed below photo,
 - **Position** - order of displaying photos (if there is more then one photo),
 - **Thumbnail 1** - length of longer side of thumbnail displayed in subpages' list,
 - **Thumbnail 2** - length of longer side of thumbnail displayed in subpages' detailed page,

- **Photo's place** - place where photo should be displayed (on the right/left side).
 - **Select files from server to copy** - the files' list already exists on the server. After selecting files which should be added to created site, there will appear additional fields: description, position, thumbnail 1, thumbnail 2, photo's place - they were described in previous paragraph.
4. **SEO** - this data aren't directly visible on the site, but are of great importance for searchers. You can find here following fields:
- **Page title** - title displayed in browsers' stripe, used also by searchers.
 - **Meta description** - contains description of the page, used by searchers while indexing site.
 - **Keywords** - words connected with pages' topic, field used by searchers.

For example, page with inserted data can look like:

After inserting data to page's form, press "save »" button at the top or bottom of the page, also filling every form from tabs should ends by saving. Then you will see message about successful operation.

List of already created pages, you can see after pressing tab 'pages' in menu below logo. It will look like in the following picture:

Pages				
Id	Name	Position	Status	
Top menu under logo				
1	company	-1	<input checked="" type="checkbox"/>	 
3	our offer	0	<input checked="" type="checkbox"/>	 
12	our offer 1	0	<input checked="" type="checkbox"/>	 
13	our offer 2	0	<input checked="" type="checkbox"/>	 
4	rules and policies	1	<input checked="" type="checkbox"/>	 
2	contact us	2	<input checked="" type="checkbox"/>	 
Producers				
9	HiMountain	0	<input checked="" type="checkbox"/>	 
10	La Sportiva	0	<input checked="" type="checkbox"/>	 
Categories				
6	Tents	0	<input checked="" type="checkbox"/>	 
7	Walking Boots	0	<input checked="" type="checkbox"/>	 
16	High Mountain	0	<input checked="" type="checkbox"/>	 
17	Trekking	0	<input checked="" type="checkbox"/>	 
Top menu above logo				
5	help	0	<input checked="" type="checkbox"/>	 

Pages in this list are group according to types of menus. For every page you can see following information:


set fields - id, name.

editable fields - position (order of displaying), status (visibility of the page). After changing this fields, you have to press "save »" button in the top or bottom of the page.

field with icons - blue pencil icon leads to edition of the page, icon with red minus - deletes page, asking about confirmation (deleting of parent page means deleting all files, descriptions connected with page and its subpages).

Pagination

Pagination it is division of text for pages. Especially it is useful when text is long. To divide text for pages, execute following steps:

- when you use **basic editor (default)**, place cursor in full description field, where you want to divide text and insert **[break]** or press icon: .
- when you use **WYSWIG editor**, place cursor in full description field, where you want to divide text and insert **[break]**.

Effect of this, is visible on bottom part of the page and looks like the following picture:

Pages: [« Previous](#) [1](#) [2](#) [3](#) [4](#) [Next »](#)

[« back](#) | [print](#)

Pages preview

Quick.Cms tool consists of two parts: administration panel (visible only after login) and client-side (main part of the site, visible for every visitor). To give administrator a possibility

to preview page before making it available for visitors, execute following steps:

1. In administration on 'settings' page, select 'options' tab and there select 'yes' next to 'Administrator is able to see hidden pages' field.
2. In list of pages, mark 'status' field next to pages you want to see their preview and press "save »" button. You can also set it for single page - press icon of blue pencil (go to edition of page) and in 'options' tab uncheck 'status' field.
3. In the same browser, where you are logged in administration, open new tab with your page (on client-side). You will be able to see there also pages set as invisible. They are visible only for user logged in administration, normal user won't be able to see them.

If you want to make particular site visible for every visitor, check 'status' field (similary as in 2. paragraph). Preview of pages give you a chance to check design, layout and content of page before being webcasted.

Languages management

In menu below logo, next to "Pages" tab, you can find another tab named "**Languages**". It develops showing option "**New language**". After clicking this link, you will see form of adding new language.

You are going to fill in following information:

- Language - name for creating language, it should consist of two letters according to standard iso 639-1 (see table [http://www.loc.gov/standards/iso639-2/php/code_list.php])
- Create language using - choose language which will be basic for new one.

After pressing "save»" button, new language is created. New language files are created in lang/, config/ and db/ directory. Files of database are empty at the beginning. Before making new translations, check download section on our web site, maybe somebody have made translation you are looking for before, so you can only copy language file to /lang directory.

Created language appears in list of all languages in administration, to see this list you should click on "**Languages**" tab in menu below logo.

Languages en	
Name	
	 
	 

Next to name of every language are placed two icons: with blue pencil - means edition of names and messages in particular language and with red minus - deletes particular language.

Now you should create pages in added language - choose proper language from list placed in top menu on the right side, and create pages in this language.

After creating new language version in administration, you are able to set it also at client-side. It is enough to add somewhere on page links to languages. For example you can add it in "templates/container.tpl" file and links can look like:

```
<a href="?sLang=pl">polski</a>  
<a href="?sLang=en">english</a>
```

Some notes and advices

1. In Quick.Cms it is possible to add pages in any levels, so you can add page, subpage, subsubpage.
2. Check, if PHP version is higher then 4.3.3. It is required for correct working of application.
3. Try not to add photos with too big size (don't exceed size of 1600px x 1200px), because server may have problems with generating of thumbnails.
4. Added photo or file shouldn't be larger then 2 MB (default server limitation).
5. If you want Quick.Cms to generate thumbnails properly check if gd 2.0 library is active on server.
6. A lot of problems concern rights settings. Check if you have set correct rights (you will find it in section: upload script on server) to catalogues and files if:
 - photos and files don't load,
 - data of pages/subpages don't save.
7. It isn't allowed to delete "powered by Quick.Cms" link from footer of the site, it is breaking of the licence.

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