

Siena College

CMS Guide

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Login URL:

<https://www.siena.vic.edu.au/admin>

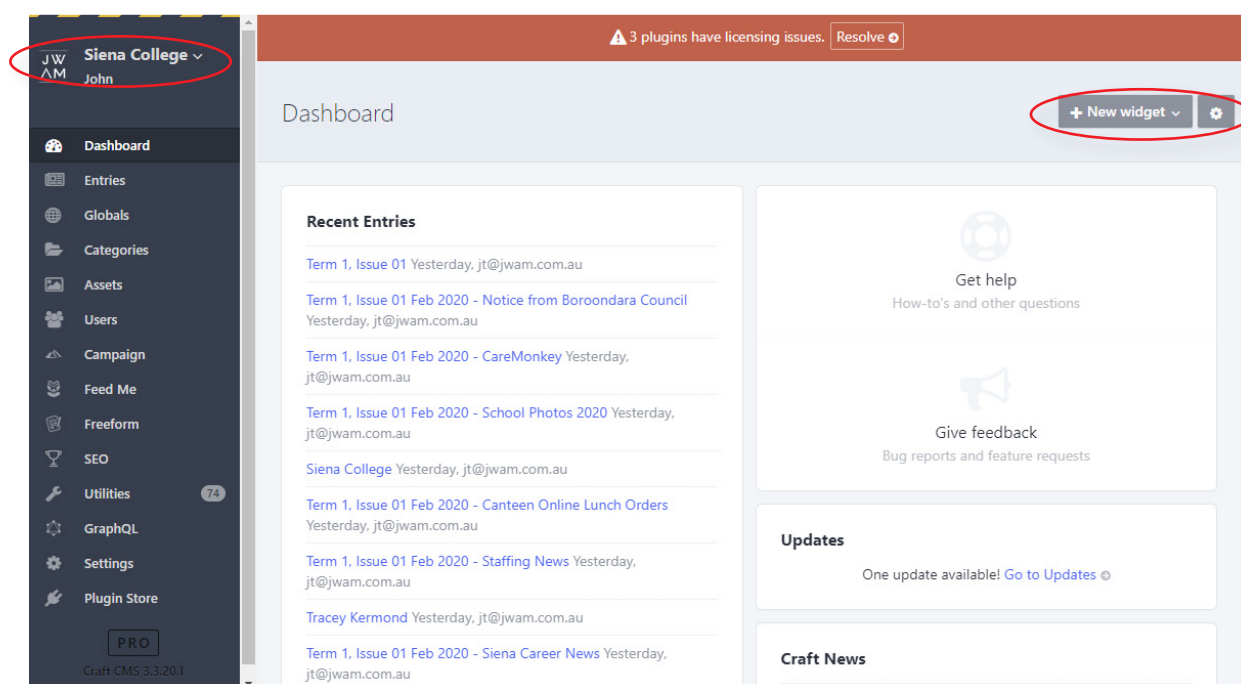
Dashboard

You can customise the widgets on your dashboard. To add a new widget click the **NEW WIDGET** button and configure.

To change the layout of the widgets click the **SMALL SETTINGS BUTTON** next to the **NEW WIDGET** button. Customise the position, width and remove unwanted widgets. You can setup quick posts for News items from here.

My Account

Access your account settings in the top right corner by clicking on the **AVATAR** and choosing **MY ACCOUNT** - Change your password here.



Don't forget these basics! They will come in handy. So please study below items:

Saving & Drafts:

Use keyboard shortcut **CTRL S** to save your work. This is the fastest way to work.

SAVE DRAFTS will allow you to save and work on a page without making it live.

Save as many draft versions as you need. You can even add notes using the Pencil icon. When a page is ready to go live use the red button in the top right corner **PUBLISH DRAFT**

SAVE AND ADD ANOTHER will save the current page and load a new blank template so you can start on another page.

SAVE AS A NEW ENTRY will make the a new page (like cloning a page)

Enabled:

Use the Enabled lightswitch to turn off items that you will need again later.

Release & Expiry dates:

Use **RELEASE** and **EXPIRY** dates down to the nearest minute so you can 'set and forget'

LIVE Preview:

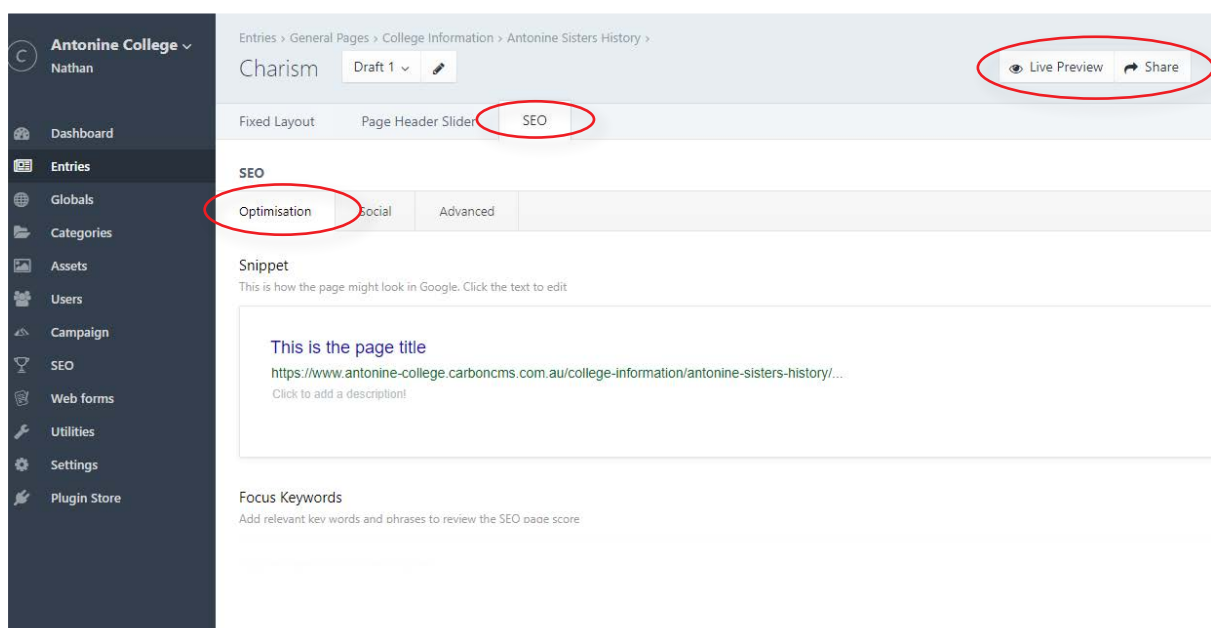
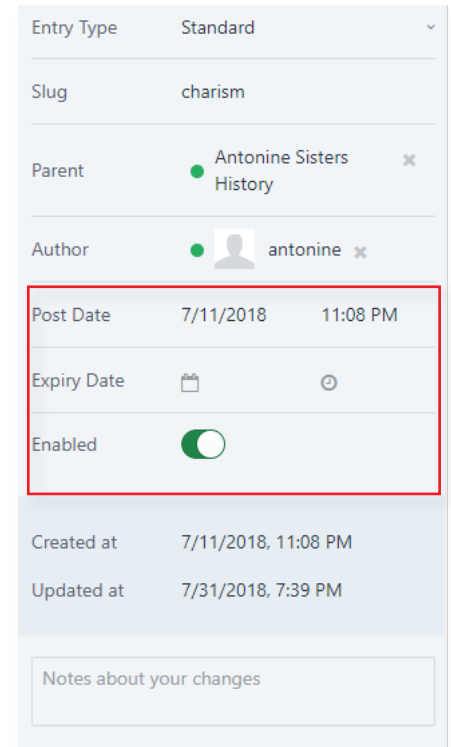
Use the **LIVE PREVIEW** button to split your browser window into 2 columns. the left column is the CMS and the right column is a real time preview so you can see exactly how your changes are looking on the page.

Share:

The **SHARE** button will open the page in another tab, you can then copy the url so someone else can view the page, even if it is a draft version.

SEO:

Pages and some other content types has an **SEO** tab. Customise each page, click on the **TITLE** and **DESCRIPTION** and update the text. On popular news stories you can also use the **SOCIAL** tab and customise the information here.



Update all content found on your homepage - with the exception of items in the header and footer (look in globals for that!)

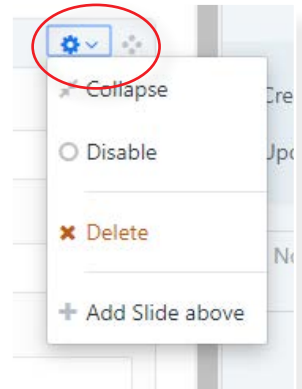
To edit homepage: **ENTRIES** > **SINGLES** > **HOME** (Then use tabs along top of CMS)

Slider

To delete or temporarily disable, use the small **SETTING ICON** next to the slider name.

Use the **MOVE ICON** to drag and drop and change the slider order.

To Edit an existing slider simply edit the fields and Save



TO ADD A NEW SLIDER:

Click on the **+ SLIDE BUTTON** at the bottom of the page to add multiple slider images.



Item name: This is for your reference only

Video URL: Copy the url from your youtube or vimeo video here, you can easily do this in youtube while playing the video. Simply right click on the video and select "Copy video URL"

Image to override video: If you don't wish to play a video here you can instead select an image from the Assets library. You will be able to upload the image here at the same time.

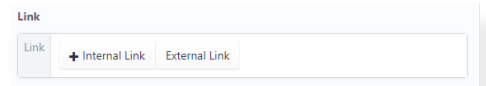
Heading Place a heading over the image (see example below).

Sub Heading Place a Sub Heading over the image (see example below).

Link URL: You have the option to **ADD INTERNAL LINK** or **ADD EXTERNAL LINKS**. Internal Links are links from inside your website (other pages or Assets). Click on **+ ADD A ROW** button and select content you need to link to.

Alternatively to link to another website using an EXTERNAL LINK click on **ADD EXTERNAL LINK** and paste in the url.

Link Text Places the button label (e.g. 'Find out More')



Don't forget to Save!

Home Quicklinks

There are four home quicklinks that appear directly below the slider.

Quicklink Name: This appears as the label on the quicklink.

URL: Link to internal within your site or external links.

The screenshot displays the CRAFT CMS interface for editing the 'Home' page. The left sidebar shows the navigation menu with 'Entries' selected. The main content area shows the 'Home Quicklinks' configuration panel. The first quicklink is named 'Enrolments' and is linked to 'Enrolment Procedure'. The second quicklink is named 'Siena Central'. A preview of the home page shows four quicklink buttons: 'ENROLMENTS', 'SIENA CENTRAL', 'ALUMNAE', and 'CHILD SAFE SCHOOL', with 'LATEST NEWS' and 'EVENTS' below them.

Promotional Banner

A promotional image can be added to the home page directly under events.

Promotional Image: Upload an image to use - preferred dimension is 380 x 165px

URL: Link to internal within your site or external links.

The screenshot displays the CRAFT CMS interface for editing the 'promotional banner'. The panel shows the 'promotional Image' field with an uploaded image 'Siena College Open Mornings 2019 Website Image'. The 'URL' field is empty. The 'Link' field is set to 'Visit our College'.

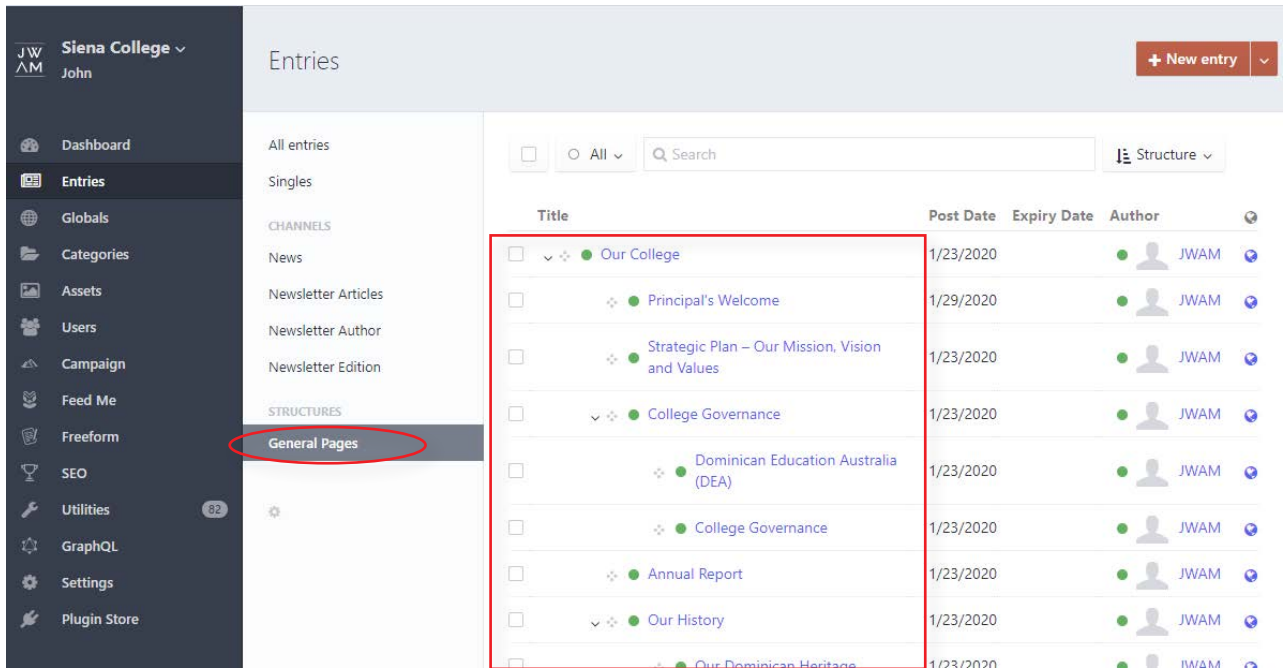


The majority of pages on your website are “General pages” the main exception to this is the home page and the news stories.

To view general pages go to: [ENTRIES > GENERAL PAGES](#)

Change the page order or menu structure

Simply click on the **MOVE** icon that sits to the left of the page name and drag and drop to a new location. The hierarchy of the page is determined by the ‘indent’. Pages that are indented are called **CHILD** pages to the **PARENT** page above. The website and menu will automatically update changes.

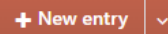


Editing a page

Click on the **PAGE NAME** to edit. Change any fields and then **SAVE** to apply your changes.

Create a new page

Click on the **NEW ENTRY** button located in the top right corner.



Complete these fields in the Fixed layout tab:

Heading: This also forms the page name and URL

Header Image: Add multiple image assets to appear at the top of the page (Preferred Dimensions: 1920x510 Pixels)

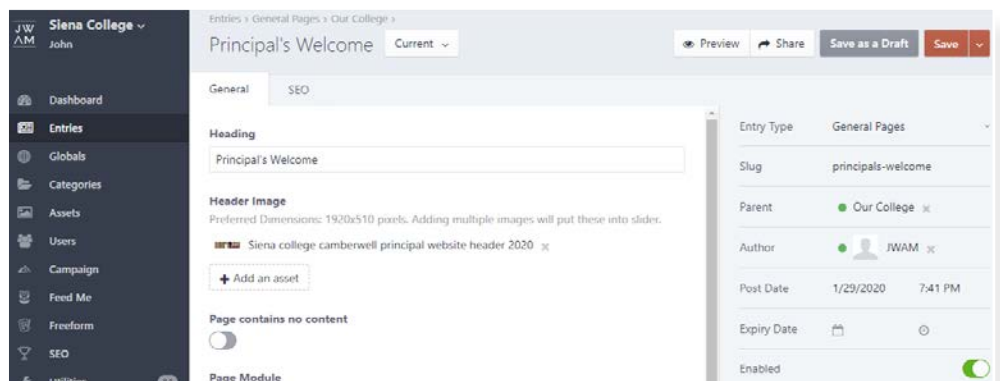
Page contains no content: This lightswitch if turned on will create a parent page that can not be clicked on in the menu

The lightswitch is active when it is green

Page Module: You can begin to choose page modules to create the content area of your web page. Press the **+ADD A BLOCK** button and start adding modules.



DON'T FORGET TO SAVE!

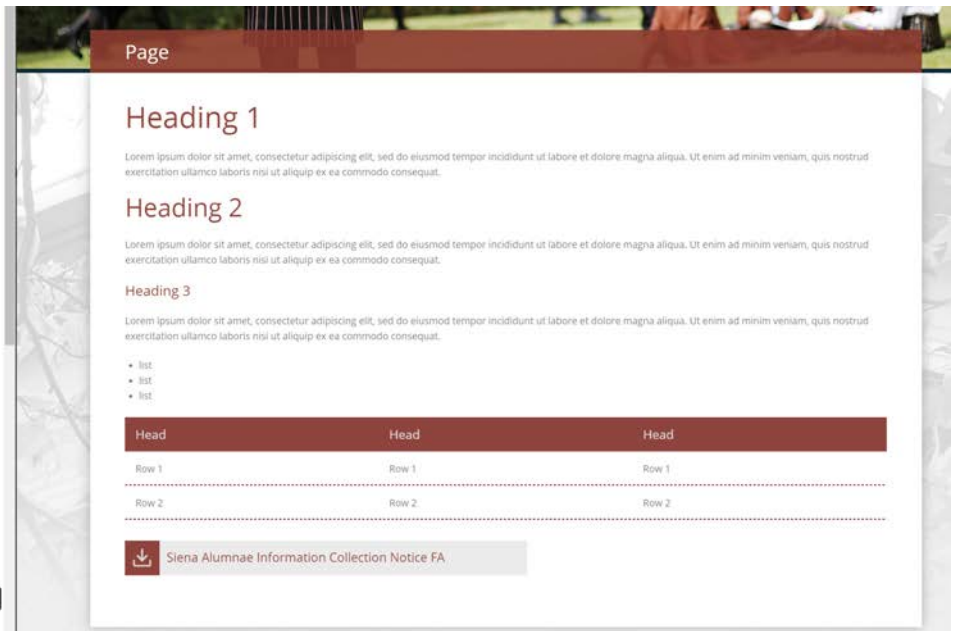
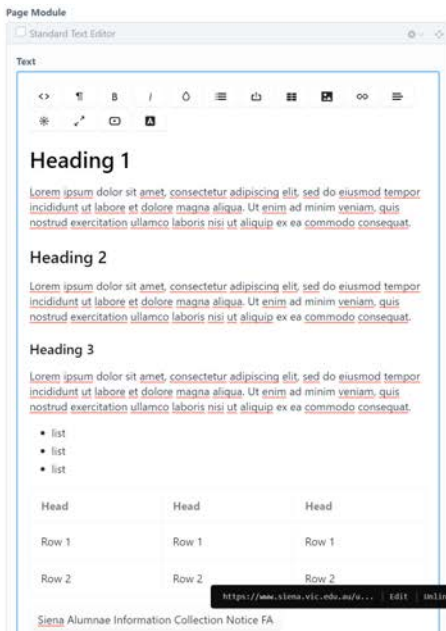
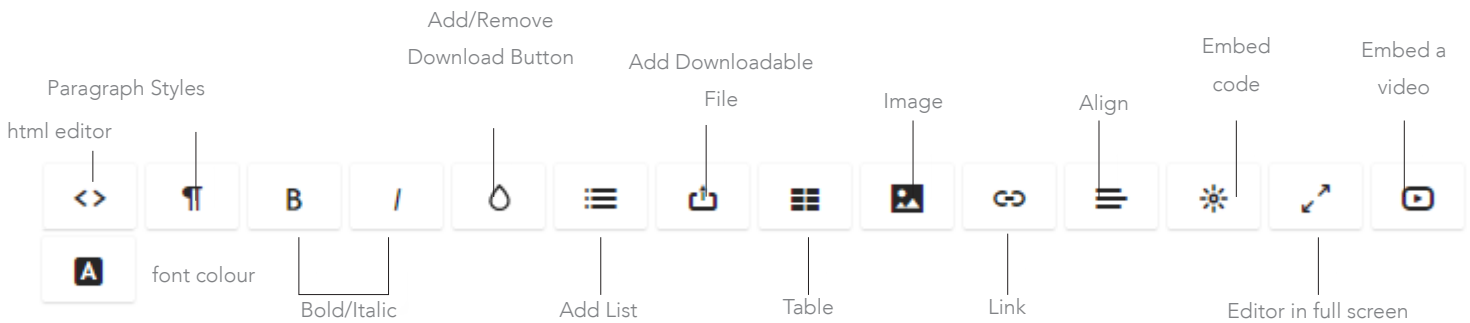
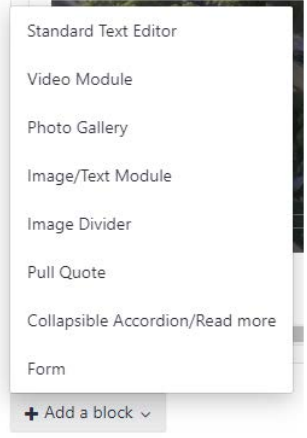


Adding a module

To add a module click the + Add a block button and select a module you would like to add to the page underneath the 'PAGE MODULES' segment. Each module is outlined below.

Standard Text Editor

Add the main text content into this module. Following types of content can be added: Text / Buttons / Lists / tables / links / videos/ images / file downloads/ widget codes (embed codes such as iframes).



Video Module

Display video in a block with text to create better visual appeal.
When the user clicks play the video open up in a light box.

Heading: Add a heading for the video - this might be the video title.

Description: Add a brief description for the video (this can be left blank) It is recommended to keep this short.

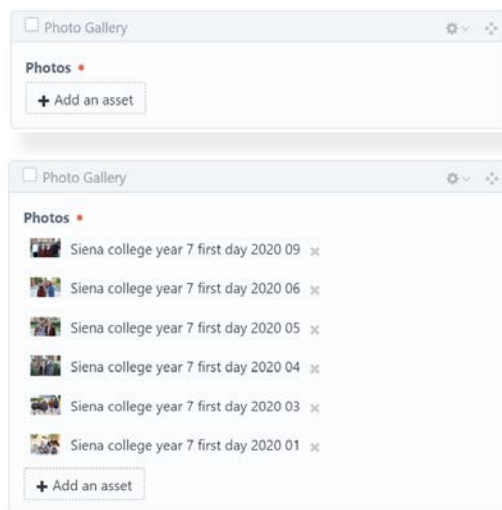
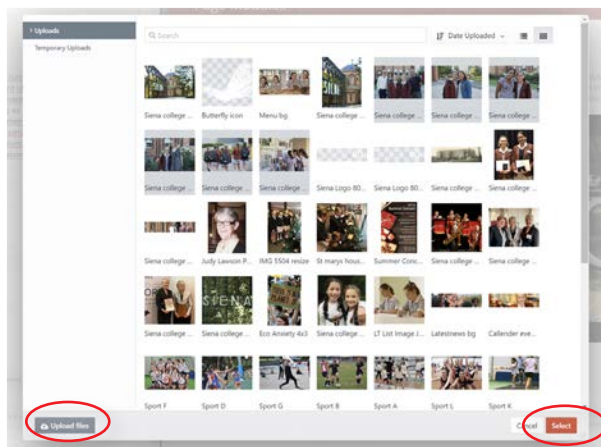
Video URL: Copy the video url from youtube or vimeo

Display Video Left or Right: Choose to display video on left or right side.



Photo Gallery

Photo galleries are easy to create in Craft CMS. Images can be cycled through using the arrows or can be opened in a light box and cycled through. To Add photos press the **+ ADD AN ASSET** button which will open the asset manager in a pop up. You can upload new images or select images already uploaded. Select multiple images at once by holding **CTRL + LEFT MOUSE CLICK** (to select randomly) or **SHIFT + LEFT MOUSE CLICK** to select consecutive images. Press **SELECT** to insert them into the gallery. Drag and drop image thumbnails to re-order them and double click on images to quickly edit them. While editing an image you can also add a caption to the image.



Image/Text Module

The Image/Text Module is a great way to break up text on a web page or draw attention to feature text.

Image: Add an image by clicking on the **+ ADD AN ASSET** button

Heading: Add a main heading

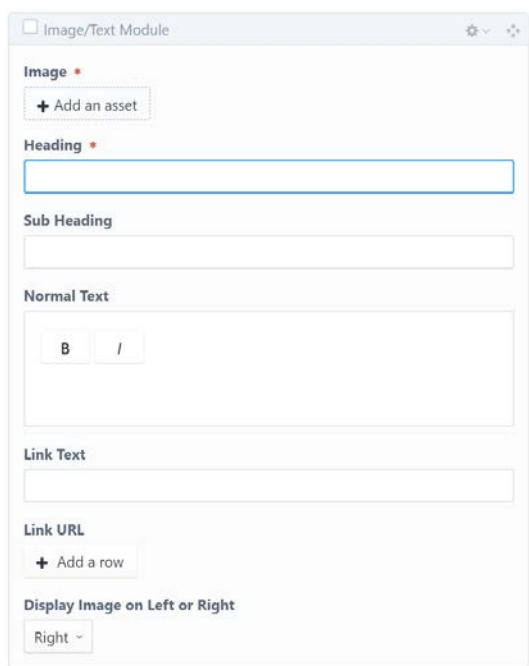
Sub Heading: Add a sub heading (not mandatory)

Normal Text: Simple text editor to add your description

Link Text: Putts a label on the button if you are including a link

Link URL: add an internal or external link that the button will link to

Display Image on Left or Right: Change the side on which the image appears on to suit other elements on the page.



The screenshot shows the configuration interface for the Image/Text Module. It includes a title bar 'Image/Text Module' with window controls. The main area contains several sections: 'Image' with a '+ Add an asset' button; 'Heading' with a text input field; 'Sub Heading' with a text input field; 'Normal Text' with a rich text editor containing 'B' and 'I' buttons; 'Link Text' with a text input field; 'Link URL' with a '+ Add a row' button; and 'Display Image on Left or Right' with a dropdown menu currently set to 'Right'.



Image Divider Module

The Image Divider is a full width image that can utilize parallax scrolling to add visual interest. It can be a great way to add a promotional call to action or draw attention to particular items.

Image: Add an image by clicking on the **+ ADD AN ASSET** button

Heading: Add a main heading

Sub Heading: Add a sub heading (not mandatory)

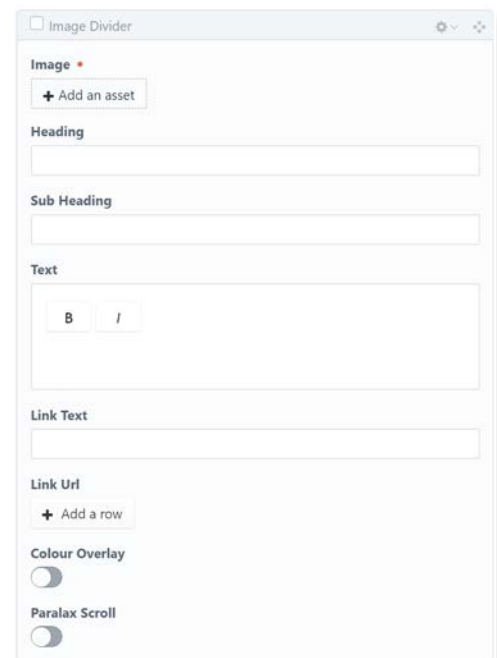
Text: Simple text editor to add your description

Link Text: Adds a label on the button if you are including a link

Link URL: add an internal or external link that the button will link to

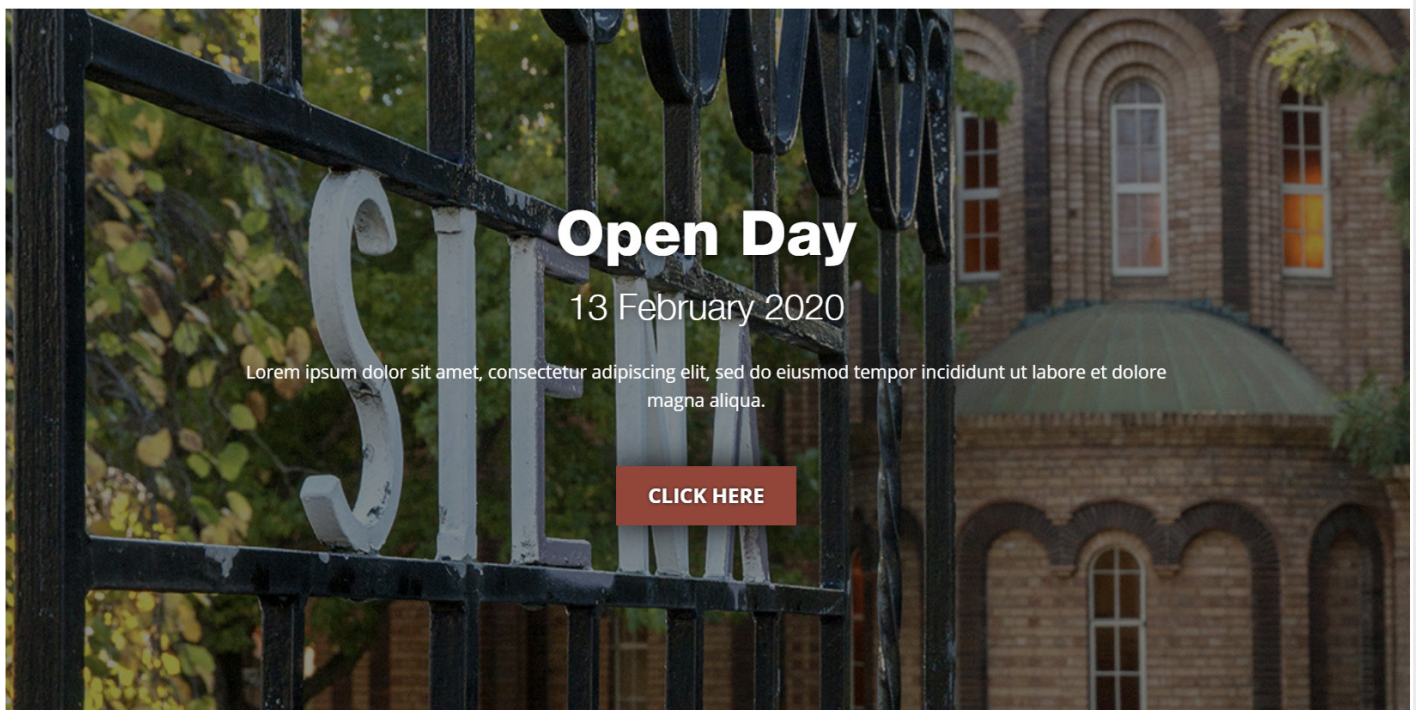
Colour Overlay: It is a good idea to add a colour overlay to help text pop out - click the light switch to turn this on, the light switch will turn green when active.

Parallax Scroll: Parallax scroll creates an effect where scrolling down the page where the image appears to move behind the aperture.



The screenshot shows the configuration panel for the 'Image Divider' module. It includes the following fields and controls:

- Image:** A button labeled '+ Add an asset'.
- Heading:** A text input field.
- Sub Heading:** A text input field.
- Text:** A rich text editor with 'B' and 'I' buttons.
- Link Text:** A text input field.
- Link Url:** A button labeled '+ Add a row'.
- Colour Overlay:** A toggle switch.
- Parallax Scroll:** A toggle switch.

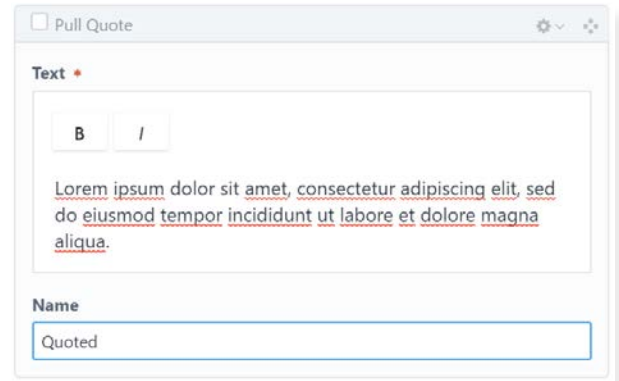


Pull Quote Module

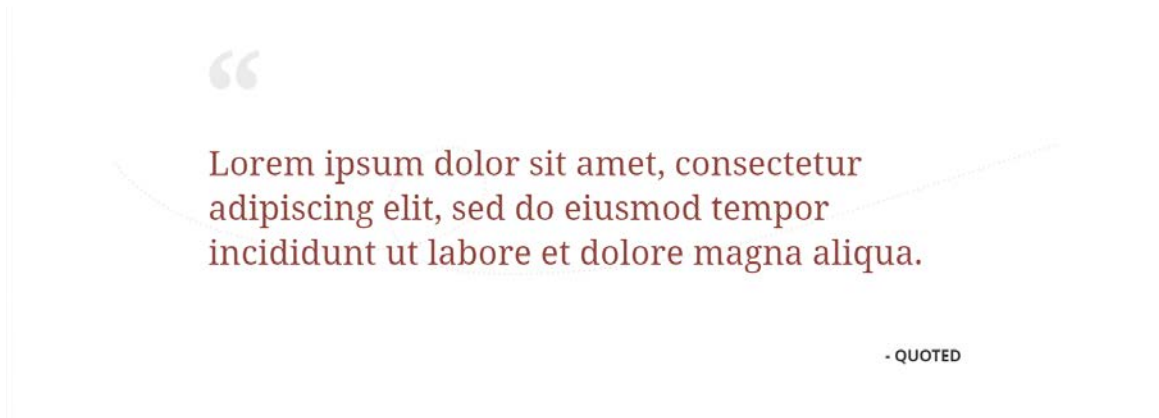
Add testimonials or inspirational quotes to your website.

Text: Add your quote here

Name: Add a name of the person quoted - name can also be left blank.



The screenshot shows a configuration window titled "Pull Quote". It features a "Text" field with a rich text editor containing the placeholder text "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua." Below the text field is a "Name" field with the placeholder text "Quoted".

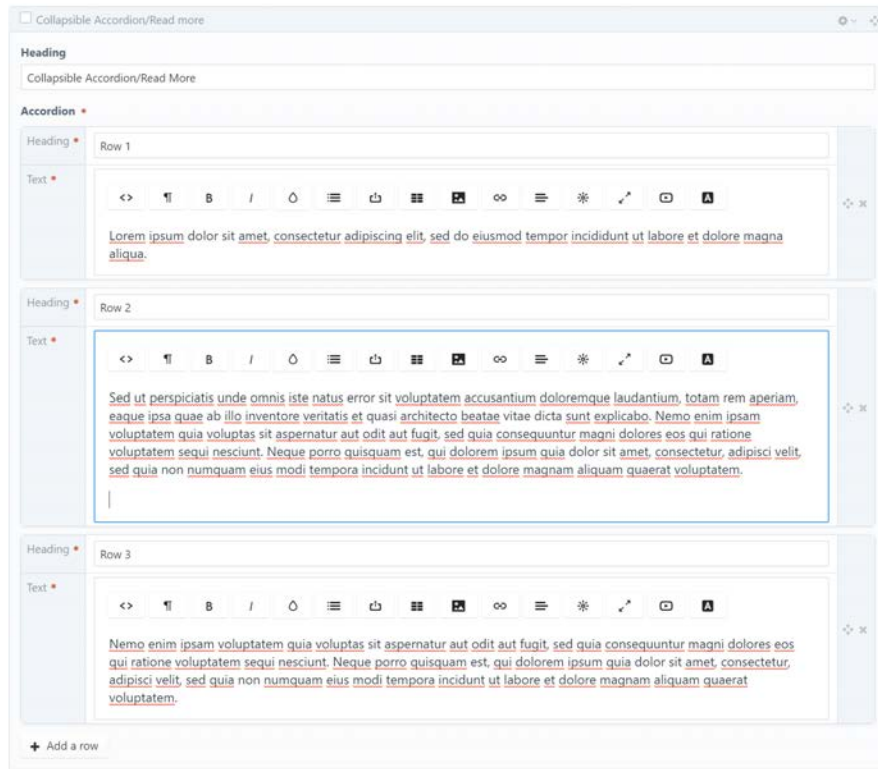


Collapsible Accordion/Read More Module

Organise content into collapsible areas.

Heading: Adds a heading for the group.

Accordion: Click +Add a Row to start adding individual collapsible rows - you can add as many as required. Each row has a Heading and a Text area where you can make use of a full text editor.



Collapsible Accordion/Read More

ROW 1



ROW 2



Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem.

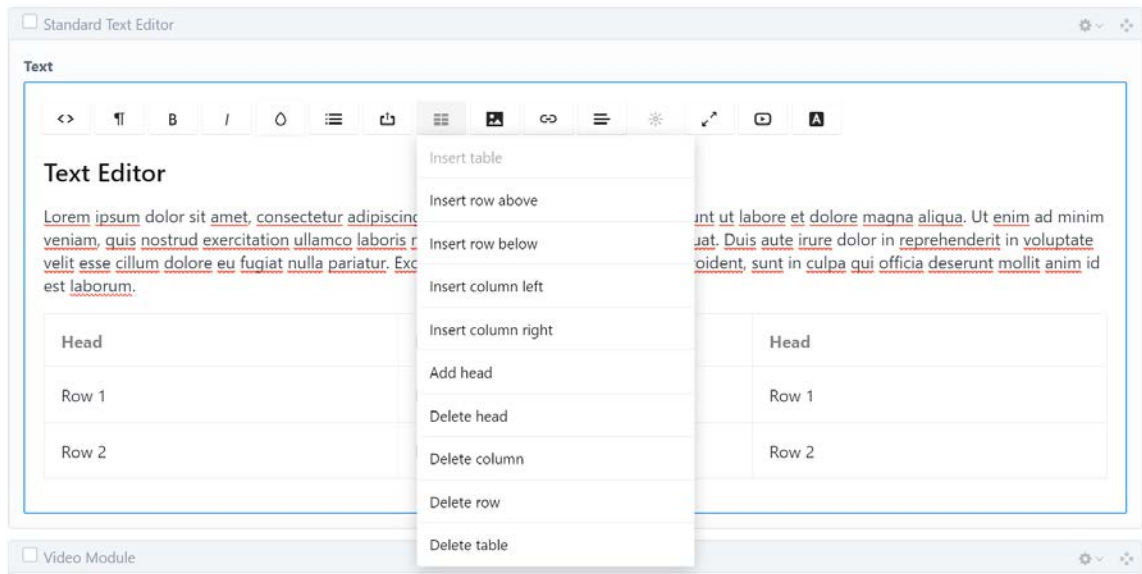
ROW 3



Adding a Table

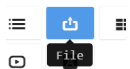
Tables can be added in the Standard Text Editor. Click on the Table icon to insert a table. The fields allow you to add more rows and columns or remove them.

Add Head: Adds a header row that is styled differently to other rows.



Adding a File Download Link

Download links are added using the standard text editor. To add a download link insert your file link by clicking the add **FILE** icon



Select your file from the Asset manager or upload it there. Once the link is set highlight the link and click on the **ADD/REMOVE DOWNLOAD BUTTON** icon. Hover over the link and click edit to change the label and whether or not it opens in a new window.

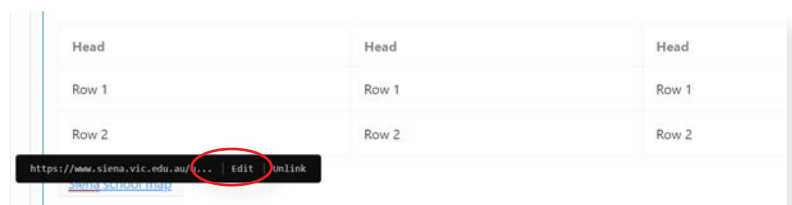
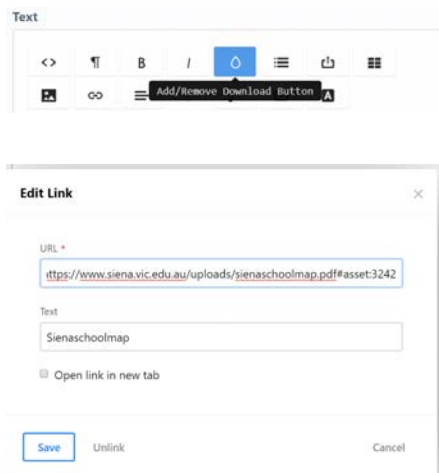


Image can be uploaded to the website in 2 areas:

1st: Click on “assets” in the left menu

2nd: Click on the ‘Image’ button or “Add an asset” on a page

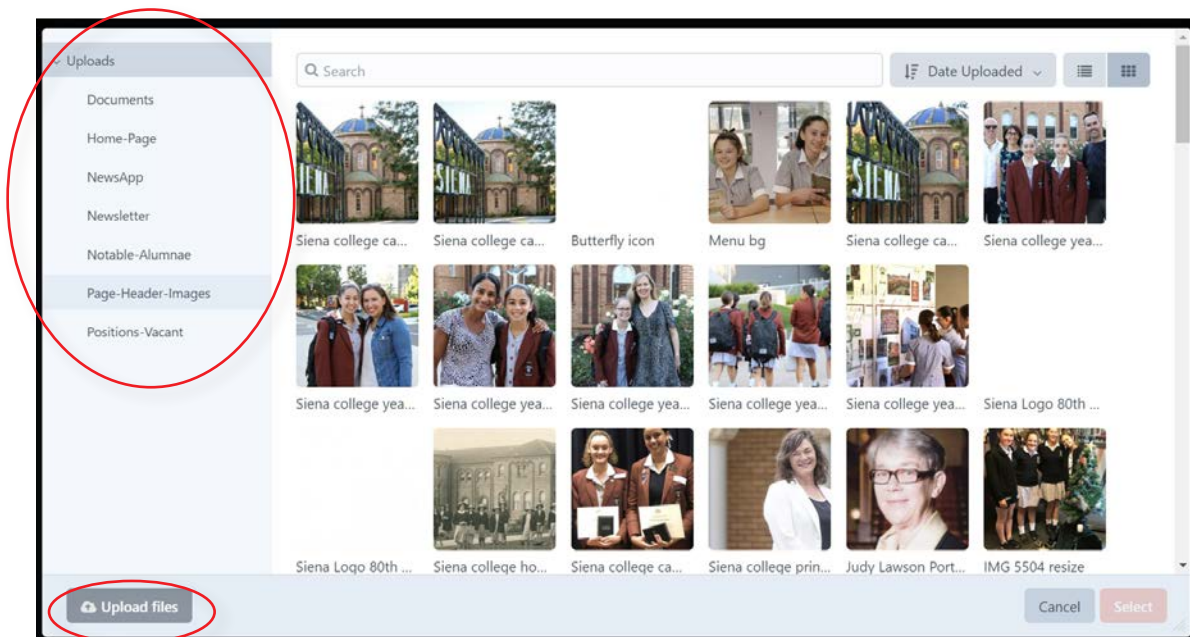


Uploading Images

Choose a folder from the left column. To create a new folder **RIGHT CLICK** on any folder and **CHOOSE NEW SUBFOLDER**.

Click the **UPLOAD FILES BUTTON** and choose your files or **DRAG AND DROP** your files from another window. Please keep files under 2MB or 2000px dimensions to ensure good website performance.

Bigger files should be resized first before uploading.



Inserting Images into the WYSIWYG Editor.

Click on the image and choose **SELECT** and the image is insert on the page at size it was uploaded.

Alternatively you may want to use a **TRANSFORM**. This will resize the image automatically to a preset width on the page. To do this instead of using the select button use **SELECT TRANSFORM** button and choose a width in pixels.

Edit an image on page

After an image has been added to the page click on the image to display 4 options.

Use the **DELETE** button to remove the image of the page.

The **BLUE BOX** in the bottom right corner will let you free form to a custom size by dragging the box.

Edit will bring up a box with the following options:

Title: Good to use for SEO

Caption: Display a caption

Position: Choosing Left or Right will align the image and cause the text to wrap around the image.

Link: Hyperlink the image to another page or file.

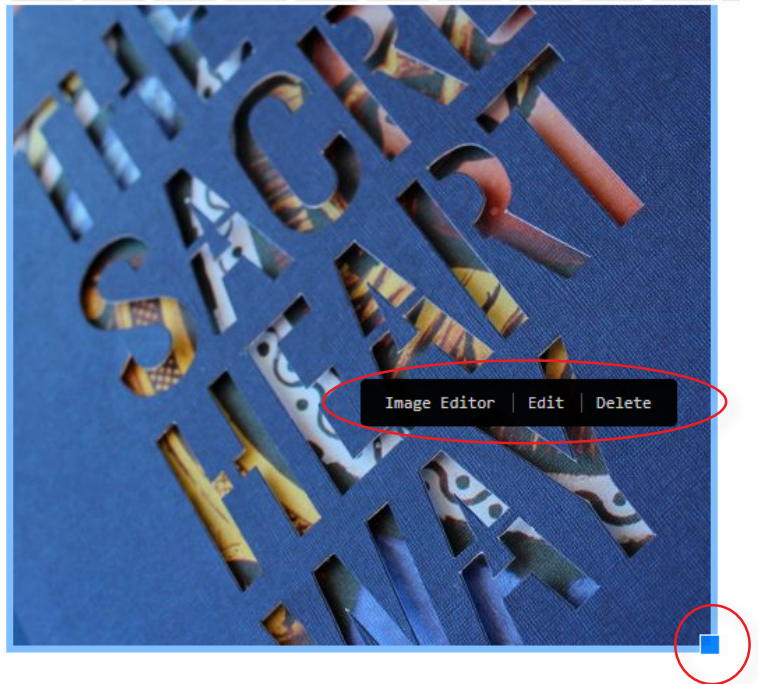


Image Editor

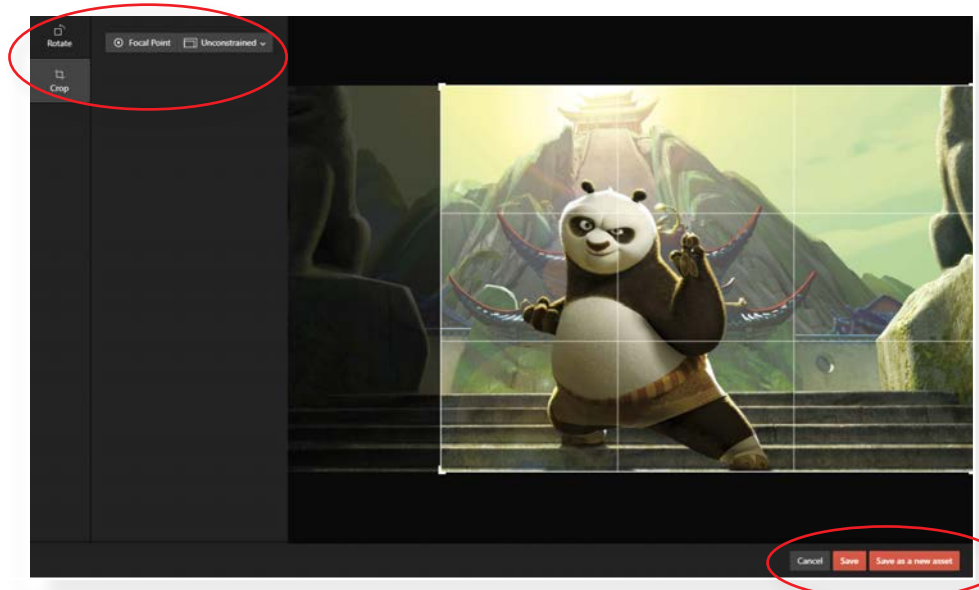
To open the Image Editor (like the diagram above) choose **IMAGE EDITOR** after clicking on the image. Alternatively the Image editor can be opened from **ASSETS** in the left menu, use the checkbox next to the image to select and then choose **EDIT IMAGE** from the small **OPTIONS BUTTON** at the top of the table.

ROTATE MODE will let you rotate and flip images.

FOCAL POINT is very handy! Use this to choose the focal point and centre this in a preset image space (Page headers are a good example) This will allow you to keep the main part of the photo appearing on all screen sizes.

CROP will let you remove parts of the image not required. Choose from unconstrained or a pre-set aspect ratio.

Choose to **SAVE** the file or **SAVE A NEW ASSET** so you keep the original file still on the server.



News is added to the latest news section of the website, the 5 most recent articles can also appear on the homepage if the “Featured News” option is selected.

To view news articles go to: [ENTRIES > NEWS](#)

You can edit / hide / delete news articles. You can also filter news articles

To add a news articles:

Click on the **NEW ENTRY BUTTON** in the top right corner.

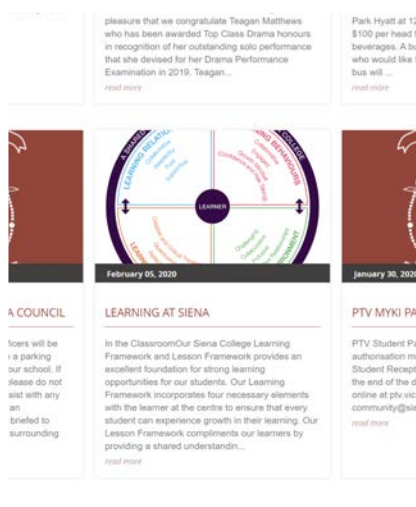
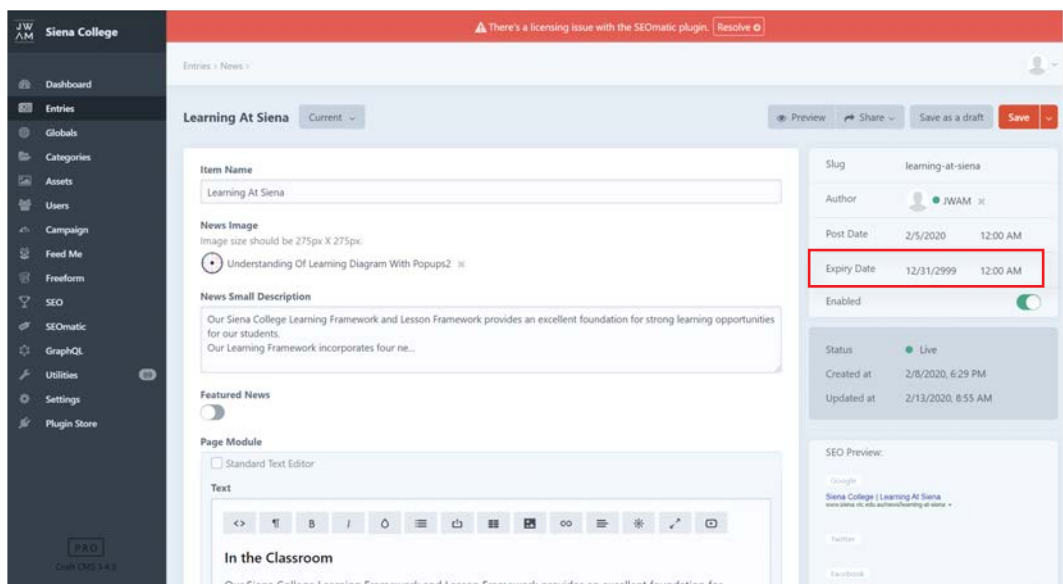
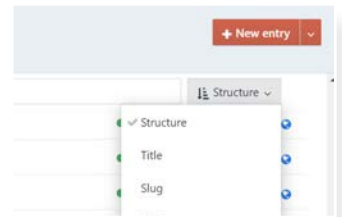
Item Name: enter the article name

News Image: Add an image to the news article. Preferred size is 275 x 275px

News Small Description: Add teaser text to the article to display in the news list.

Page Module: Add as many page modules as required to build your news article.

REMEMBER! POST AND EXPIRY DATES CAN BE PRESET FOR WHEN YOU NEED NEWS TO ‘GO LIVE’



NEWS LISTING VIEW



ARTICLE VIEW

Newsletter is controlled by 3 separate entries.

- Newsletter Article ENTRIES > NEWSLETTER ARTICLE
- Newsletter Edition ENTRIES > NEWSLETTER EDITION
- Newsletter Author ENTRIES > NEWSLETTER AUTHOR

If you have a new Author it is best to set up the author first before creating your article.

To add a newsletter Author

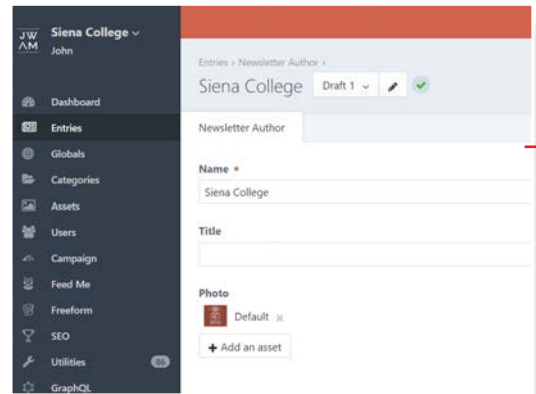
Click on the **NEW ENTRY BUTTON** in the top right corner.

Name: Add Author Name

Title: Add a job title/role

Photo: Add Photo to display

Press Save to save the new entry.



To add a newsletter Article

Click on the **NEW ENTRY BUTTON** in the top right corner.

Item Name: Add a name for your article that is used as a reference only - this is useful for articles that will be added to a newsletter edition - You may choose to call the article Edition 1, Term 1 - Music News

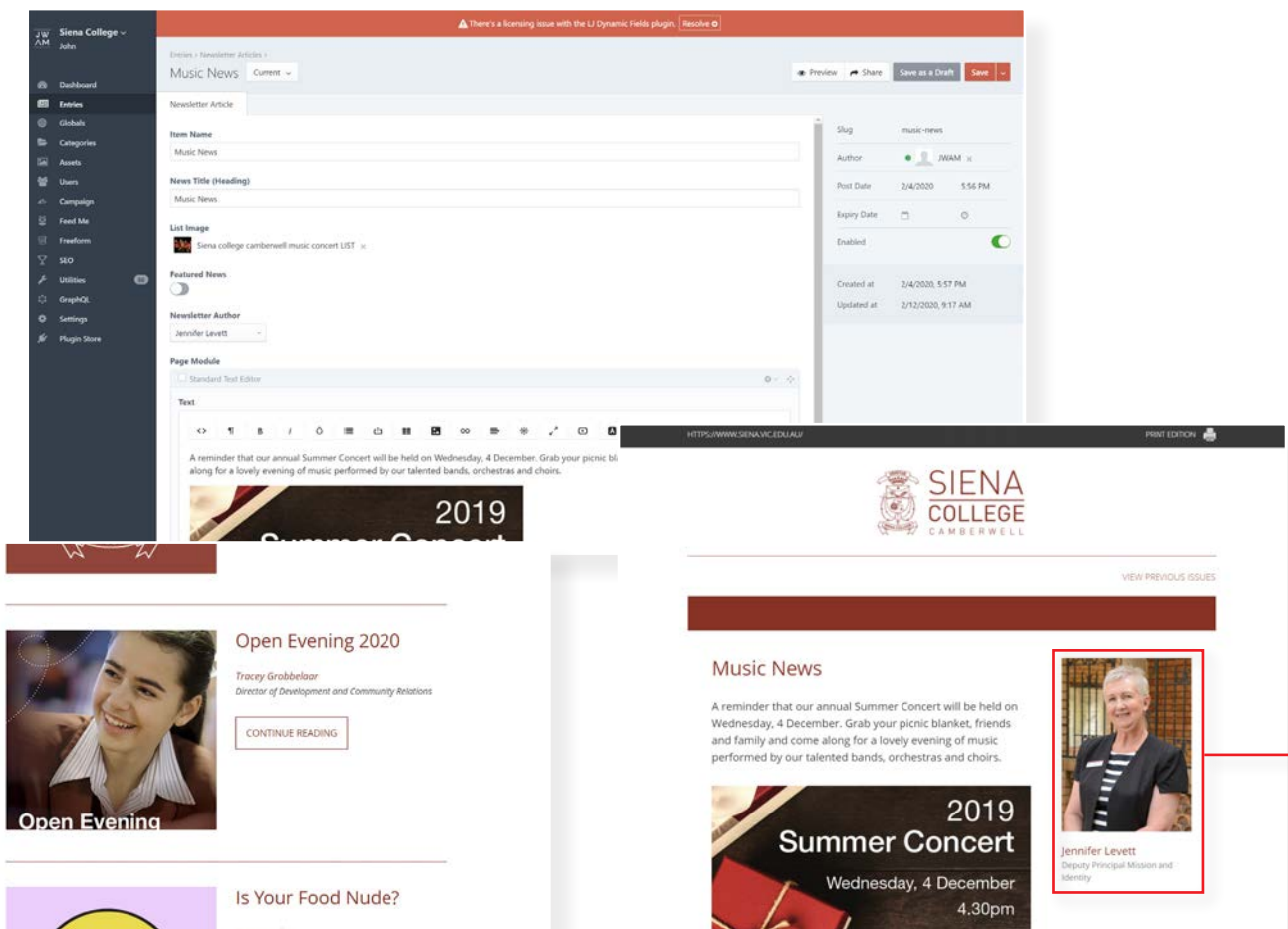
News Title (Heading): This is the article name that appears on the newsletter.

List Image: Add Photo to display in the newsletter list

Newsletter Author: Add an author that was added to Newsletter Author section

Page Module: Build out your article with page modules.

Press Save to save the new entry.



NEWS LISTING VIEW

ARTICLE VIEW

To create a newsletter Edition

Click on the **NEW ENTRY BUTTON** in the top right corner.

To create a edition, you will first need to create your newsletter articles.

You can then add any article to the edition by selecting them in the list.

Title: This is the newsletter edition title - appears in the edition header

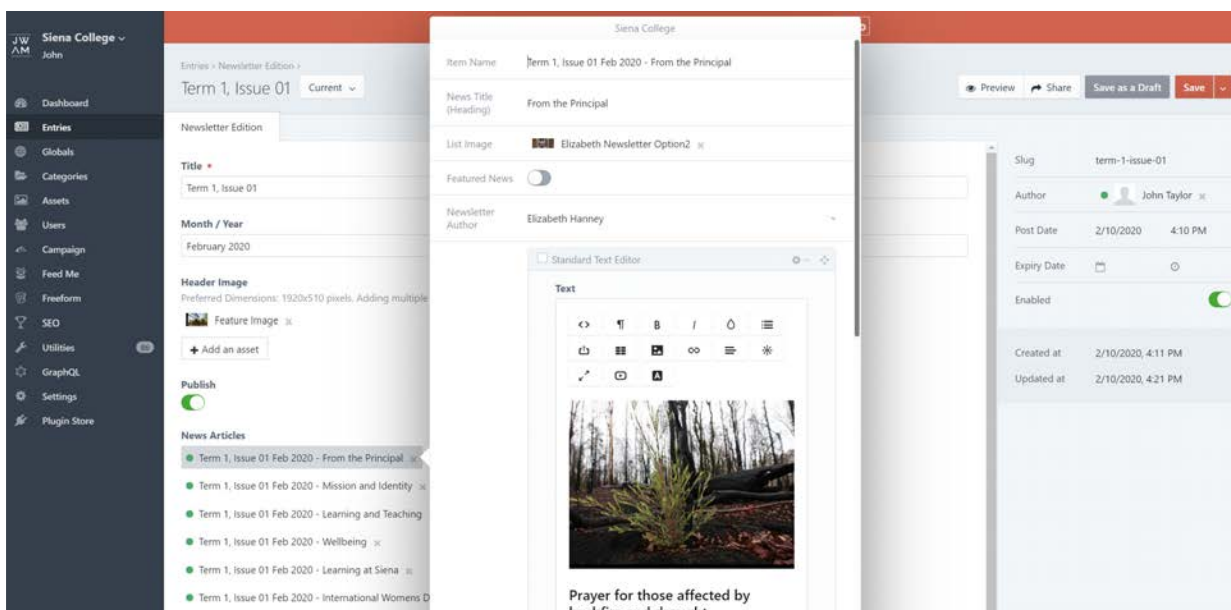
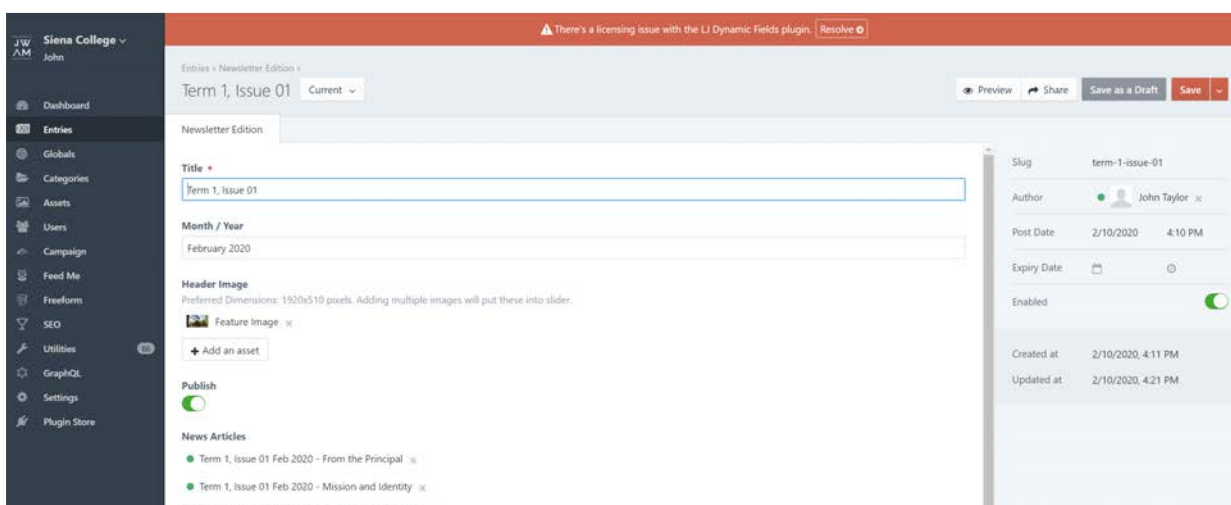
Month/Year: Add the month and year - appears in the edition header

Header Image: This image appears in the newsletter edition header at the top.

Publish: This lightswitch makes the article live

News Articles: Select all articles from the list that you want to appear in the edition - this can even be older articles that were used in previous editions. You can re-order these by drag and drop just like an image gallery. You can also make quick edits to the articles by double clicking on them and editing the article content.

Press **Save** to save the new newsletter edition. The Newsletter can then be sent out as a email campaign.



EDITING AN ARTICLE FROM THE EDITION

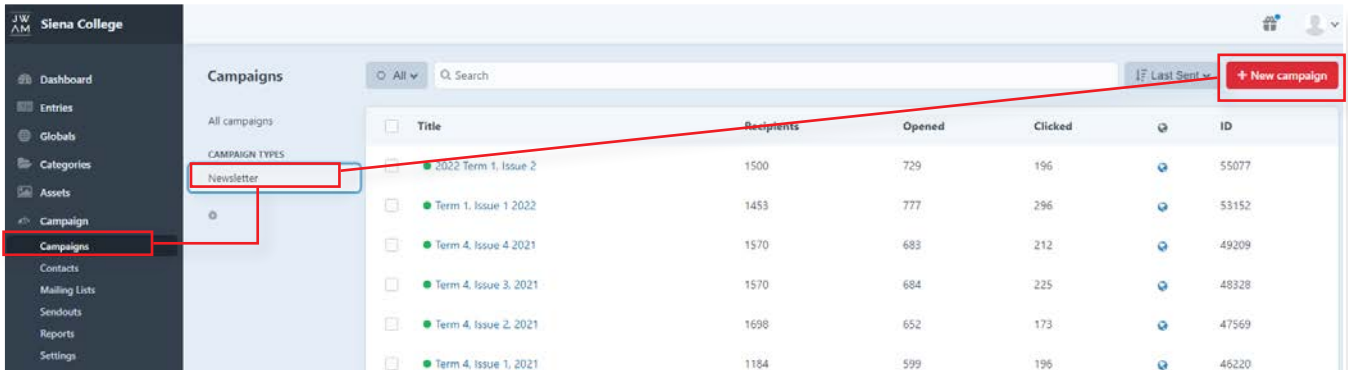
Send the school newsletter to your school community

To start a new email newsletter go to: **CAMPAIGN** in the left menu.

Step 1 - Campaign:

The Newsletters are listed on the campaign page. To edit a newsletter - click on it in the list.

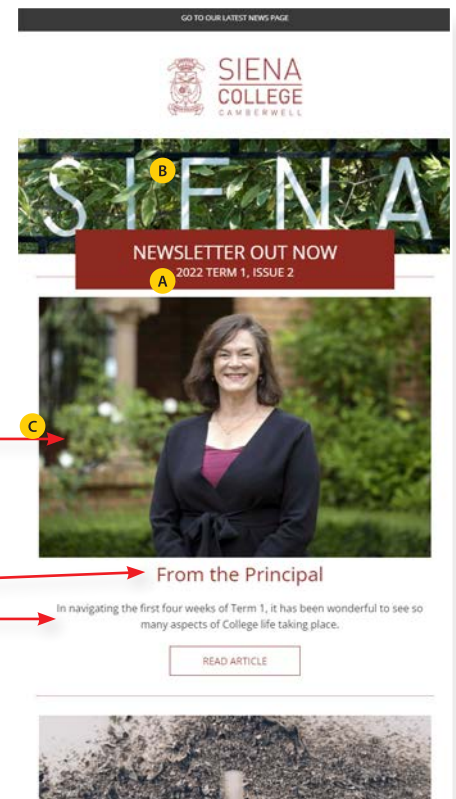
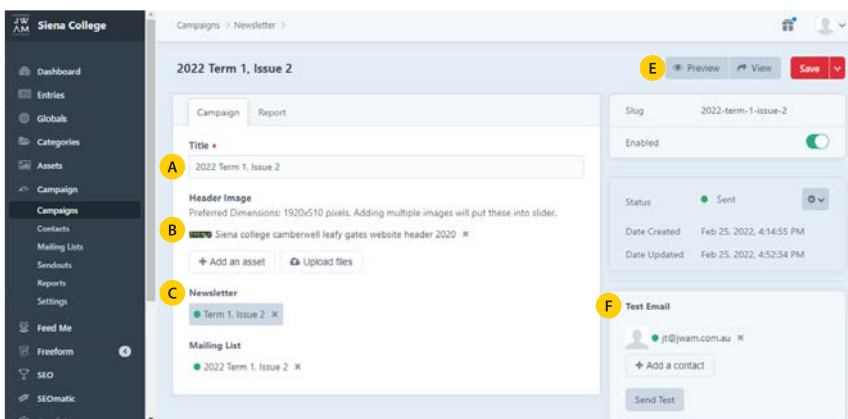
To make a new email newsletter click on the red button in the top right corner **NEW CAMPAIGN**



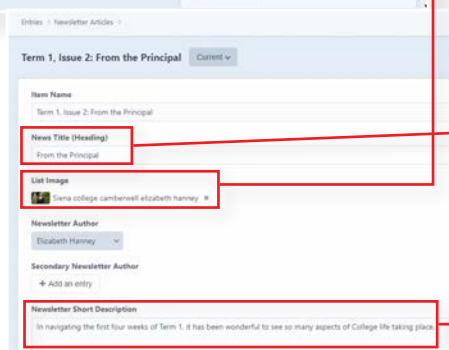
Complete the following fields:

- A** **Title:** Enter the Newsletter edition or date, this will be visible in the email
- B** **Header Image:** You can add a header image for the newsletter. Click on **+ ADD AN ASSET** button to choose an image from assets, you can also use this time to upload a new image by clicking on the grey button in the bottom left corner of the assets pop up box
- C** **Newsletter:** Use the **+ ADD AN ENTRY** button to select the newsletter edition from entries that will be included in your email. This will use the newsletter article entry settings such as list image and Newsletter Short Description to add to your email.
- D** **Mailing List:** Use the **+ ADD AN ENTRY** button to select a mailing list you will be sending the newsletter to (see page 21 for information on managing mailing lists).
- E** **Use the Live preview** to see how the Newsletter is formatting in real time.
- F** **Send Test Email:** You can check how the newsletter email will appear in your inbox by sending a test email.

Don't forget to save!



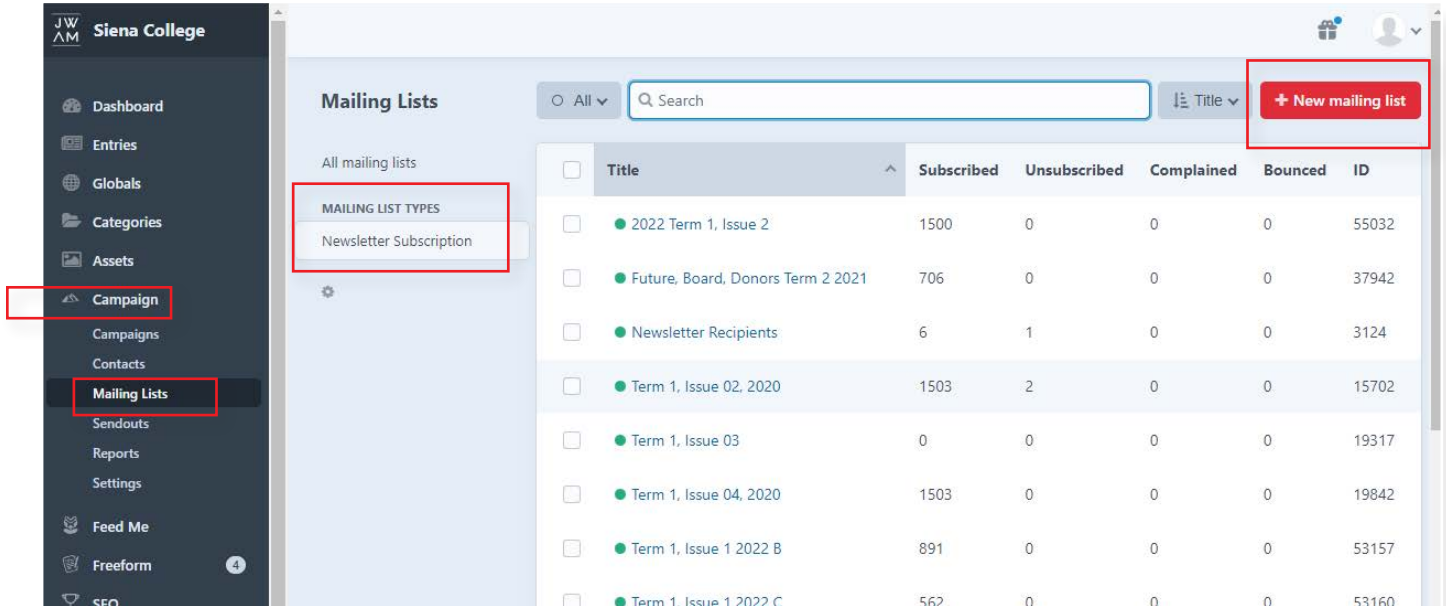
Fields from the Newsletter Article (Created in entries) are used for the email content.



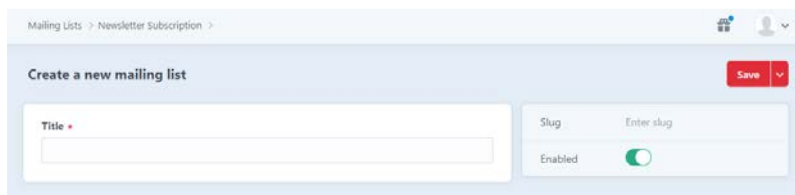
Step 2 - Mailing List:

This step is for setting up the email mailing list which you will need for creating a sendout.

First on the far left menu under Campaign select Mailing Lists. Then select under **Mailing List Types** **NEWSLETTER SUBSCRIPTION** you will see a list of existing mailing lists. To add a new mailing list press the red button on the right hand corner to **+ NEW MAILING LIST**



You will see a new screen with the option to give your mailing list a name. Press Save.

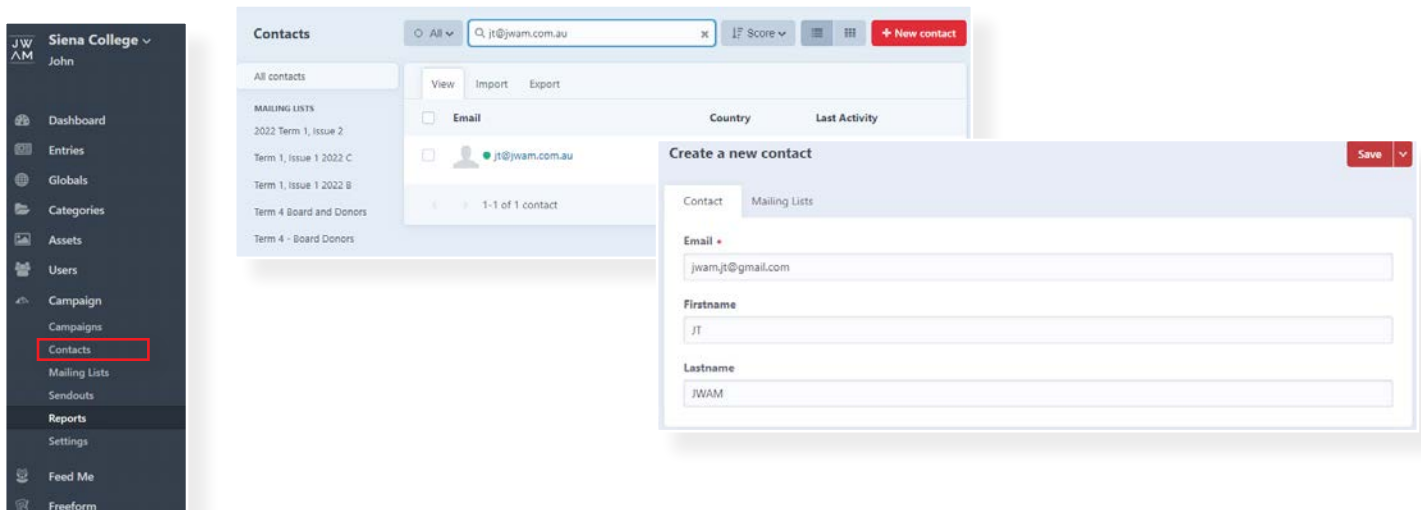


Next you will need to add contacts to the mailing list.

Add Contacts to mailing list

Click on **CONTACTS** located in the sub menu for Campaigns.

Click on top red button **NEW CONTACT** to add a new single contact.



Import Contacts

To Import contacts open the **IMPORT** tab. Create a csv file with contacts using the fields values shown. Email, Firstname, Lastname. Email is required while First Name and Last Name is optional. Save csv file (comma-separated values)

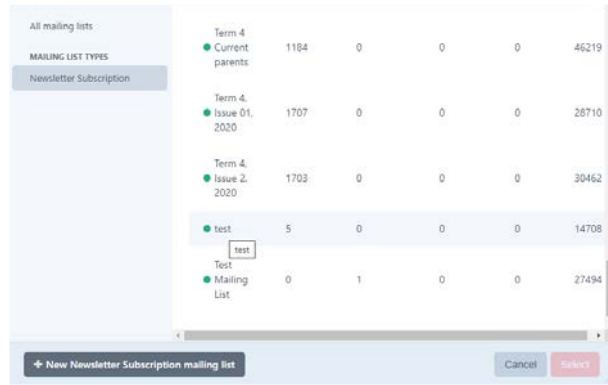
	A	B	C
1	Email	Firstname	Lastname
2	jwam.it@gmail.com	JT	JWAM
3			
4			
5			

If your first Row doesn't match the format shown above (like the example shown right) you have the opportunity to let the cms know which fields are for email, First Name and Last Name.

	A	B	C	D
1	Contact Details	Name	Surname	
2	jwam.it@gmail.com	Henry	Ford	
3	it@jwam.com.au	Justin	Beepbox	
4				
5				

Next click the Choose File button to import the mailing list. Choose **NEXT**.

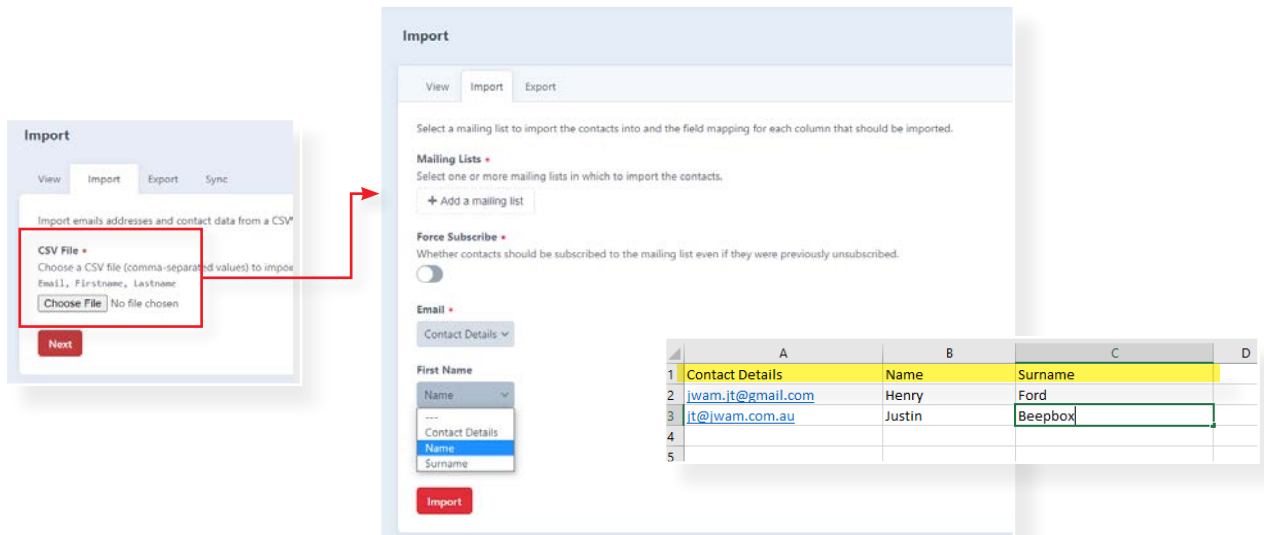
Now you can choose to **ADD A MAILING LIST**, select a mailing list from the entries provided in the pop up window. If you didn't create the mailing list first click on the grey button at the bottom of the window to **+ NEW NEWSLETTER SUBSCRIPTION MAILING LIST**



Next check the light switch for Force subscribe to green (this will ensure they are all subscribed).



If the cells in the first row of the csv file you are importing don't match the format that is required for importing a mailing list you can now choose to match the cells with Email, First Name and Last Name. In the example shown below Email will be mapped to Contact Details, First Name will be mapped to Name and Last Name will be mapped to Surname. Once you have matched these press **"IMPORT"**.

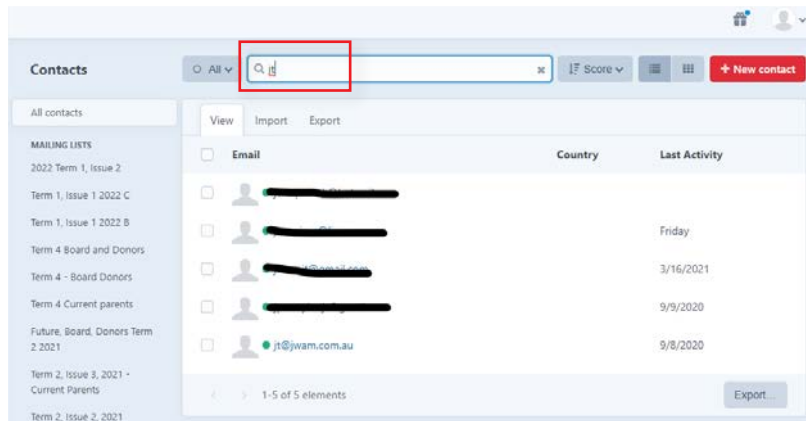


TIPS for mailing lists

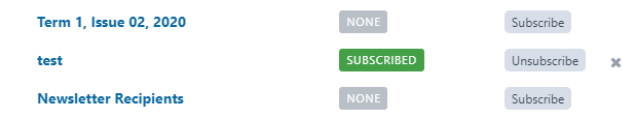
- Emails that are sent out to your mailing list has a link for unsubscribe - if anyone clicks this link and verifies the unsubscribe they will remain in your mailing list but as an unsubscribed entry - this means that if you wish to re-use the mailing list emails won't be sent to unsubscribed users.
- You can import contacts into an existing mailing list by using the steps above and selecting an existing mailing list instead of creating a new one.

Manually Unsubscribing a user

Sometimes you may get a request from someone on your mailing list to remove them - you can do this manually. Go to Contacts and use the search box to find the particular user.



Select them in the list and navigate to the tab mailing lists. Here you will find all of the mailing lists - next to each list if the user is currently subscribed you will see a green **SUBSCRIBED** status - or if they have been unsubscribed you will see a red **UNSUBSCRIBED** status - click on the status to manually change these and press save.



See Sendout on next page to learn how to send off your email to subscribers.

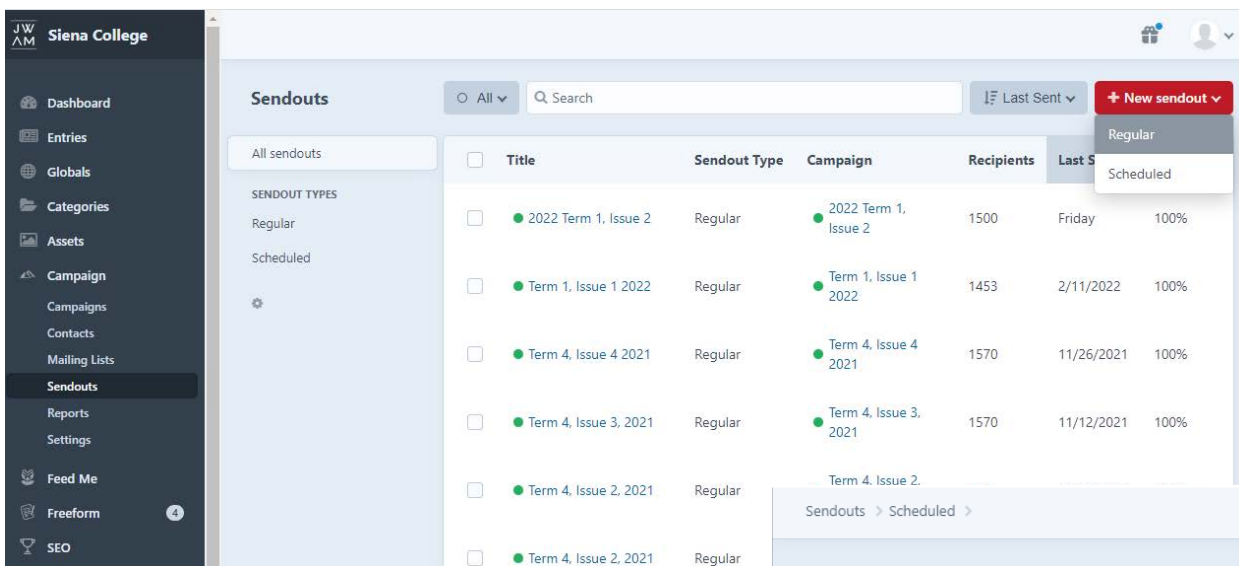
Step 3 - Sendouts:

This step is setting up the email newsletter to be sent. You can setup multiple sendouts for a single newsletter if required.

Click on **SENDOUTS** located in the sub menu for Campaigns.

Click on top red button **NEW SENDOUT**

Then choose **REGULAR** if you will manually press the send button or **SCHEDULED** to automatically send the campaign at a set date and time.



- A Title:** Enter a title for your own reference (the recipients will not see this).
- B Campaign:** Select your campaign you already created (see page 20)
- C Subject:** Enter email subject
- D From email address:** Use the default email address provided
- E To:** Select a mailing list (See page 21 for importing a mailing list)
- F Exclude:** It is also possible to omit email mailing lists
- G Send Date:** Set a date and time for the email to be sent (scheduled sendouts only)
- H Notification Email Address:** Campaign status emails are sent here.

Click red button **SAVE AND PREVIEW**

Check everything looks correct. You can send test email from here.

Press button **PREPARE TO SCHEDULE SENDING / PREPARE TO SEND NOW** - then confirm by clicking **RED BUTTON** again.

Now wait for your email campaign to be sent out. See reports and importing mailing lists on next page.

Create a new sendout

A Title *

B Campaign *
The campaign to send.
[+ Choose a campaign](#)

C Subject *
The email subject (emojis allowed 🤖).

D From *
The name and email to send from.
Siena College Newsletter <newsletter@siena.vic.edu.au>

E To *
The mailing list(s) to send the campaign to.
[+ Add a mailing list](#)

F Exclude
The mailing list(s) to exclude from this sendout. Contacts in these mailing lists will
[+ Add a mailing list](#)

G Send Date *
The date and time at which to begin sending.
2/28/2022 1:03 PM Australia/Melbourne

H Notification Email Address
An email address to notify when sending this sendout is complete or fails.
jt@jwam.com.au

Reports:

Click on **REPORTS** then **CAMPAIGNS** and select a **CAMPAIGN NAME** to view the statistics.

It is a good idea to check each campaigns report so you can see how each newsletter is performing.

2022 Term 1, Issue 2
Edit

- Campaigns
- Contacts
- Mailing Lists

Campaign first sent on Friday, February 25, 2022 at 4:20:25 PM Australian Eastern Daylight Time.

Opened

48%

Clicked

13%

Unsubscribed

0%

Campaign Details

Sendouts	1
Recipients	1500
Opened	731 [48%]
Clicked	196 [13%]
Unsubscribed	0 [0%]
Complained	0 [0%]
Bounced	0 [0%]
Click Through Rate	26%

Contact Activity

Contact	Interaction	Count	First Interaction
[REDACTED]	Opened	1	Feb 28, 2022, 12:49:36 PM
[REDACTED]	Opened	1	Feb 28, 2022, 12:04:53 PM
[REDACTED]	Opened	1	Feb 28, 2022, 11:56:07 AM
[REDACTED]	Opened	1	Feb 28, 2022, 11:39:18 AM
[REDACTED]	Clicked	1	Feb 28, 2022, 11:33:27 AM

[View all >](#)

Links

URL	Title	Clicked	Clicks
https://www.siena.vic.edu.au/newsletter-articles/term-1-issue-2-from-the-principal		93	118
https://www.siena.vic.edu.au/newsletter		34	39
https://www.siena.vic.edu.au/newsletter-articles/term-1-issue-2-learning-and-teaching		33	43
https://www.siena.vic.edu.au/newsletter-articles/term-2-reminder-for-2022-enrolments-2		31	43
https://www.siena.vic.edu.au/newsletter-articles/term-1-issue-2-2022-open-evening		28	36

[View all >](#)

Locations

Country	Opened
Unknown	1 [1%]

Devices

Device	Opened
Unknown	422 [57%]
Smartphone	169 [23%]
Desktop	150 [20%]
Tablet	5 [1%]
Phablet	4 [1%]

[View details >](#)

Sendouts

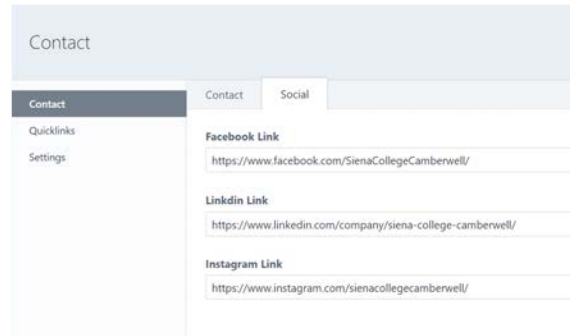
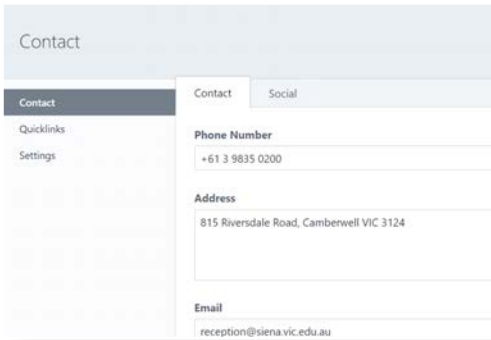
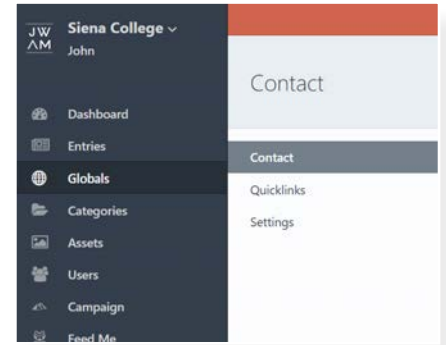
Title	Sendout Type	Recipients	Send Date	Last Sent
2022 Term 1, Issue 2	Regular	1500	Feb 25, 2022, 4:19:12 PM	Feb 25, 2022, 4:52:34 PM

The 'globals' section will update content so changes are applied across the website.

To edit globals go to: **GLOBALS** in the left menu.

Contact

Update contact details that appear in the footer and social media links that appear in the menu. There are two tabs in the contact section, **CONTACT** and **SOCIAL**. Edit Phone number, Address and email details using the **CONTACT** tab. Update Social media links using the **SOCIAL** tab.



Quicklinks

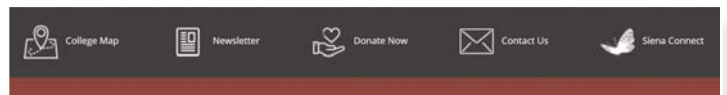
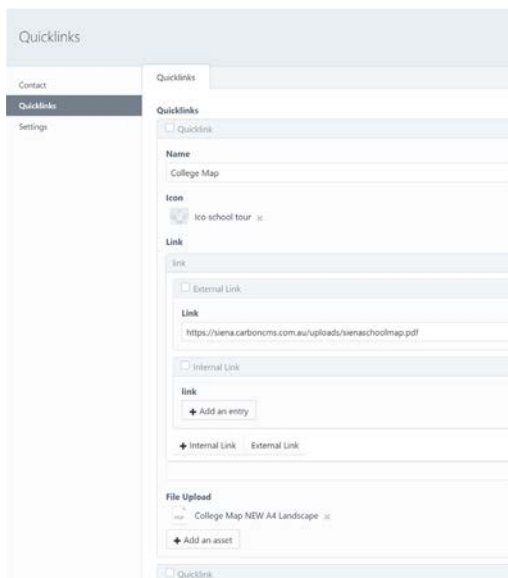
The quicklinks appear above the footer and in the menu. To add a quicklink scroll to the bottom of the list and click **+ QUICKLINK** button.

Fields include:

Name: Appears under link icon

Icon: upload a white icon with a transparency setting applied.

Link: Add a internal or external link for the quicklink to direct to or alternatively add a file that will download.



Settings

There are two tabs found in the settings global, **GENERAL INFO** and **FALLBACK IMAGE**.

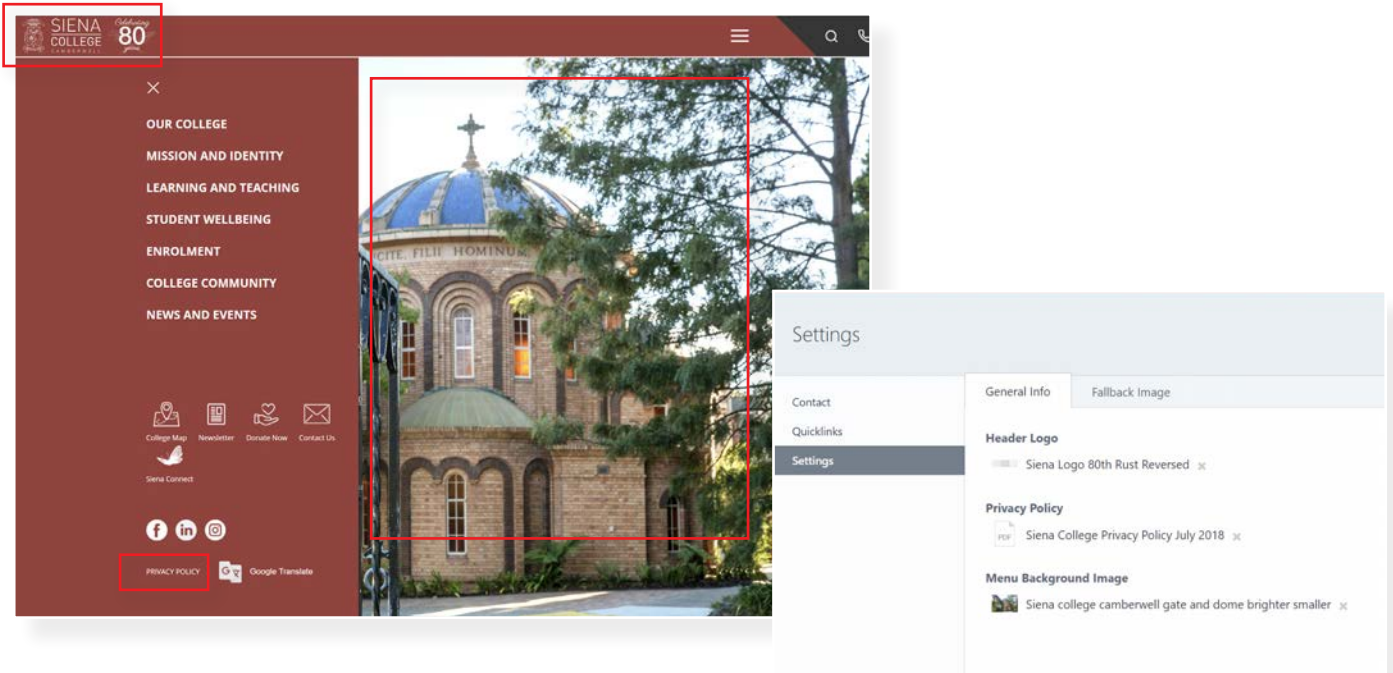
GENERAL INFO

The General Info Tab Allows you to update the:

Header logo: (use .svg exported from Illustrator for best results).

Privacy policy: This pdf can be downloaded from the menu.

Menu Background Image: Changes the image that appears in the menu.

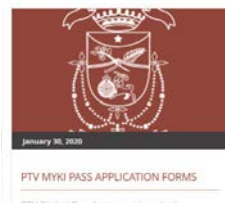
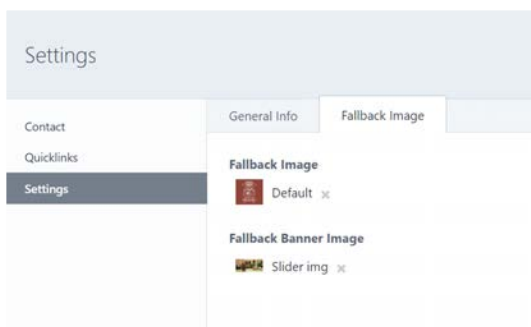


FALLBACK IMAGE

The Fallback Image is used when a image isn't selected on a general page or news item

Fallback Image: The default image appears on news lists or newsletter items if a image isn't selected.

Fallback Banner Image: This image appears on general pages where no header image has been applied.



Check form submissions:

Click on **WEB FORMS** then **SUBMISSIONS** and select a **WEB FORM NAME** if you wish to view only a particular web form.

It is possible to manage the status of an enquiry here if you wish.

To **EXPORT** the data click the **QUICK EXPORT** button and choose the export file type / Form / and data fields to include. Then click the **EXPORT** button and the file will download.

Make a new web form

Click on **WEB FORMS** then **FORM** and select button in top right corner **NEW FORM**

In the right column complete the following items:

Name: The name or title for the form

Handle: Leave this to autofill, no need to change

Submission title: Leave this to autofill, no need to change

Return URL: Leave blank, change this if you want to link to a particular page after submitting the form

Default status: Open

Formatting template: Bootstrap 4

Collect IP Addresses: Tick for yes

Store submitted data: Tick for yes

Form Colour: Choose any colour you like!

Press **QUICKSAVE** to save progress so far.

In the top right column click on the **EMAIL** icon this will setup the notification sent to you.

Email template: Choose a template - this is used for email notifications.

Admin recipients: Enter email addresses that need to be notified when a form is sent.

Now you can start adding the **FIELDS** to the web form.

Drag and drop from any pre set fields from the left column to the middle column. Fields can be re-positioned by drag and drop - they can even sit next to each other!

New custom fields can also be created. Choose from a field type, enter a label (name of the field) leave the handle to autofill and save. You can then drag the field into the middle column. If the field type allows more options you can adjust in the right column when it is selected.

Large forms can be divided into smaller 'pages or tabs' Use the small **+** button to add another tab.

Now click on **EMAIL NOTIFICATIONS** in the Left menu and click **NEW EMAIL TEMPLATE**

The first email notification to make is the autoreponder the website user receives after completing form:

Name: Enter the name of the form with autoresponder after it.

Handle: let this autofill

Description: You can leave this blank - it is only for admin reference.

Subject: Enter the email subject line

From Name: This is the Name the email appears to be sent from.

Reply-to Email: Enter reply to email here

Include Attachments: Select this field you want any uploaded files attached to the email.

Email Body: We recommend you copy and paste the HTML from another forms autoreponder and paste in here. Then you can make any required adjustments.

Repeat this step again a create another Email template for the autoreponder the website visitor receives. When this is completed go back to your new form and select the **EMAIL** field that is on the form. In the right column select the **EMAIL TEMPLATE**.

To insert the form on a web page. Go to the page and Select the web form from the **WEB FORM** field.

