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CMS Users Module

This section is where you can create, view or edit your Administrative profile. You have the ability to have just one or as many Admin users as you wish. To add a new profile click on the 'Add User' button and then enter in all the relevant information.

You can also edit the information of the profile that is already created by clicking on the Edit button beside the profile. If you have created a second profile for an employee who is no longer working on the website and you would like to delete that user, just click the delete button beside that profile. You will be asked to confirm that indeed you do wish to delete the user.

If at anytime you have misplaced or forgotten the password to the Admin profile you can call (1-800-375-7994) or email (webdvm@lifelearn.com) Lifelearn and we will reset your password.

User Module Help

On this screen you have the ability to change the Username, Password, First Name, Last Name and Email address of the person the profile is for.

Approval Module (Gold Sites Only)

This section is where all the submissions are listed from your clients who request that their pet be added to your Photo Gallery.

When your clients make their submission you will be sent an email (specified in the Clinic Info Module) stating that a Photo Gallery submission has been made. You will then log into your Admin Tools and have the ability to View/Edit, Accept or Reject the information submitted.

****NOTE:** If there are Photo Gallery submissions requiring approval an asterisk, *, will appear to the left of the Approval module link in the top bar.

View/Edit Photo Gallery Content

Click on the **View/Edit** button for the entry of interest, a Page Preview of the submission will then be visible. Content can then be edited as required by clicking on the **Edit** button on the right hand side of the screen. On the editing page you will have the ability to edit the content and Accept or Reject the submission.

Approve/Reject Photo Gallery Content

This can be done in the Photo Gallery listing or on the editing page for the individual Photo Gallery submission.

To **'Reject'** a Photo Gallery submission:

- Click on the **Reject** button beside the entry of interest. This will send an email to the Client that their Photo Gallery submission has been rejected and that they are to contact you for further information.

To **'Approve'** a Photo Gallery submission:

- Click on the **Approve** button beside the entry of interest. This will send an email to the Client letting them know their submission has been approved and is now live on your website.

Pages Module

The Pages module is where all of the content for your website is located and available for you to edit. When you first come to this section you will see a left and right side to the page.

Left Side Column:

A listing of all the website pages arranged as folders with sub-pages reflecting the structure on the website. All folders and sub-pages can be shuffled up or down in the listing using the up and down arrows to the immediate right of each folder or sub-page. Pages can only be shuffled within a given section and not moved to another section. Any moved pages will be reflected as moved immediately on your website.

- Pages that are not published (not viewable to your clients) are marked with a red X beside the page.
- Pages that are password-protected (your clients will have to log-in or register on your site) are marked with a padlock icon beside the page.
- Photo Gallery pages that are open for your clients to submit to are marked with a paw, if there is a red X through the paw, your clients do not have the ability to submit photos to that gallery.

Right Side Column:

To work on any page in the website select the page from the website page tree in the left side column. The right side will refresh with the name of the page you selected at the top along with page specific information (PUBLISH PAGE, PASSWORD PROTECT, NUMBER OF SUBPAGES, CREATE NEW SUBPAGE, DATES CREATED and LAST UPDATED, EDIT and DELETE).

****NOTE:** There are some pages that are not allowed to be edited/deleted/un-published or password-protected, these pages will show the particular buttons in an inactive state.

PUBLISH PAGE - Enables a page to be visible on the website, to publish a page select Yes, to un-publish a page select No.

PASSWORD-PROTECTED - Enables a page to require that a client be logged in or registered on your site. To password-protect a page select Yes, to allow unrestricted access to a page select No.

CREATE SUBPAGE - Enables you to add a new page that will exist as a sub-page to the current page. If a sub-page is created the current page will now appear as a folder in the website page tree (left side column) if it was not a folder already and the newly created sub-page will be found within that folder.

EDIT - Clicking this button will take you to the Page Preview where you can then click on any **Edit** button to open the Page Editor and make your revisions.

DELETE - Clicking this button will delete the page from the website, if the **Delete** button is clicked you will be asked to confirm that this is actually what you want to do before the action takes place. Once deleted the page will no longer be available on the website.

To work on any page in the website select the page from the website page tree in the left side column, page specific functionality will now appear in the right side column. Make sure the page that you wish to edit is titled on the Right Side.

ADDING NEW GALLERIES TO THE PHOTO GALLERY (Gold sites only)

- Click Photo Gallery, then click the **New Subpage** button on the right hand side of the screen. When the Page Edit page appears you can fill in the name of the gallery, a brief description of the gallery and any images that you would like to appear on your new main gallery page. When you have completed your changes click the **Save Page** button.

Now that you have created the main gallery you will need to create the rooms to go in that gallery.

- Click on the gallery name that you have just created, and click on the **New Subpage** button on the right hand side of the screen. When the Page Edit page appears you can fill in the name of

the room and a brief description of the room and any images that you would like to add. When you have completed your changes click the **Save Page** button.

Photo Galleries are required to be set-up as follows:

Photo Gallery

- **Gallery** (can be what ever name you wish)
 - **Room** (can be whatever name you wish)
 - **Pet** (what will appear when approved from a client submission or by the Administrative user adding a pet from the Gallery Module)

****NOTE:** all Photo Gallery pages are template with limited editing allowed.

Page Preview

This page allows you to view a basic outline of what the page you wish to edit looks like.

To Edit a Page:

- Click on any of the **Edit** buttons on the right hand side of the screen to get to the Page Editor where you can work on your page content.
 - Click on the **Edit Another Page** button to return to the Page Management section to select another webpage to work on from the website page tree.
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Page Edit

CRITICAL INFORMATION: The CMS is session based, that is, 30 minutes of inactivity in the CMS results in a 'time out' and you will need to login again. Therefore you must save all entries into the system within a 30 minute period or these entries will be lost on 'time out'. Frequent saving is always the best policy. To save your entries simply click the **Save Page** button at the bottom of the Page Edit page.

****NOTE:** Text formatting should be applied in the CMS, cutting and pasting text from a Word document may cause errors in the program and formatting applied to your website will not be maintained. If working with a Word document, the best practice (to eliminate potential errors) is to cut and paste first into Notepad and from there into the Page Edit page where all formatting can be done.

To Enter Content Using Content Sections:

- The **Page Title** is mandatory.
- Each piece of content needs to be entered into a specific Formatting Box (e.g. Image, Paragraph, List, Table, TOC Table, TOC List, PREV/NEXT and Slide Show List).

Image formatting box – You have ability to add one image that is left, centered or right aligned or two images that are side-by-side.

To add an image click the **Change** button, a new window will appear giving you a drop down list to choose an image that has been added to the Media section. After you have chosen the image that you wish click the **Add Image** button.

****NOTE:** Images must first be added to the Media Module of the CMS in order for it to appear in the drop-down list.

Your images are automatically resized to fit depending on the choice you have picked (500 pixels wide for center justified images, 250 pixels wide for images that are either side-by-side or independently left or right aligned).

Paragraph formatting box – The Paragraph formatting box gives you the ability to type in the content for your page. In this area you can add an image that can either be left or right aligned to your text by clicking the **Change** button. A new window will appear giving you a drop down list to choose an image that has been added to the Media section. After you have chosen the image that you wish click the **Add Image** button.

You also have the ability to change the color of your text to red, green or blue. By leaving text as the default black the system will make your text the default color that we have assigned your template. You can also superscript, subscript, bold, italicize, underline, right, center or left justify your text.

The last item in the formatting list is the Hyperlink option. To utilize this feature you must type and then highlight the text that you want as the link, then click the **Hyperlink** button. Follow the instructions below to add a link to your page:

- Highlight the word or phrase that you want the link to be
- Click the Hyperlink button (world with a link icon), you now have 5 options:
 - Link to an Outside Website or Email Address
 - Click the first radio button
 - Select from the drop-down list the type of link
 - Enter in the URL (web address) or email address
 - Link to an Internal Web Page
 - Click the second radio button
 - From the drop-down list select the page that you want to link to
 - ****NOTE:** titles in caps are Pet Health Topics
 - Link to a News Article
 - Click the third radio button
 - Choose an article from the drop-down list
 - Link to a Document (.PDF, .DOC, .TXT)
 - Click the forth radio button
 - Select the document from the list. The document must be loaded into the Media Module first.
 - Link to a Section on a Page
 - Click the fifth radio button
 - Select the option from the drop-down list, sub-titles in the Content Section boxes must be used for this option
- once you have chosen the link that you want to create, click the Add Link button

Spacing: You can add as many paragraphs as you like in a paragraph section or place each paragraph in its own paragraph section. Text will wrap line by line there is no need to hit the enter key. Hitting the enter key will add a space between lines. **To type directly below a line hit the shift key and then the enter key**

List formatting box – The List formatting box allows you to create a bulleted or numbered list. You also have all of the same formatting abilities that are listed in the Paragraphs section above.

Table formatting box – You have the ability to add any size table that you wish on to your website. Click the **Add Table** button at the bottom of the page and then use the **Column** and **Row** drop-down lists to choose the size of your table.

To the right of your first row and bottom of your first column you will see check boxes. These designate a different color for that row or column if checked. With the template that you have chosen for your website there are colors applied to your table. If you wish to have the colors removed you can check the **No Style** check box. You will also see that each row and column have a **minus** button beside them, when clicked this will delete that row or column.

TOC Table & TOC List formatting box – Both of these options do the same, except in different formats. When you choose to have a **Table of Content Table** or **List** on your page it will give you a table or list of the sub pages to that particular section. If there are no sub pages to a section nothing will appear where you have placed the TOC Table or List.

PREV/NEXT Buttons – This option will place a **Previous** and **Next** button on your page so that your Clients can easily move from page to page in a particular section.

Slide Show List formatting box – A Slide Show list will give you a list of the pages within a particular section. This is mainly used in your Virtual Tour section.

Each of these formatting boxes can be moved up or down on a page using the arrows in the top right corner of the box. The boxes can be deleted by clicking on the red X in the top right corner of the section. If you find that your page is getting long and you want to give your clients a quick and easy way to get back to the top of the page, each formatting box has a **Back To Top** check box that you can check to add a graphic link on your page.

Media Module

The Media section is where all of the images (JPEG) and documents (PDF, DOC and TXT) are stored for your website. You will need to come here to add images before going to your **Pages Module** to edit particular pages.

To View Your Media Lists

- Click the **Images** or **Documents** tabs to view files that you have uploaded to your website. The Folder drop-down list allows you to select which folder you wish to view. By default the '**none**' is selected. To see images that are placed in specific folders, click the **Folder** drop down list and select the desired folder.

Add Media Button (for brand new images not yet uploaded to your website)

- Click **Add Media**
- Clicking the **Browse** button will allow you to browse your hard-drive to the desired file to upload (.JPG, .PDF, .DOC or .TXT). **Files must be under 2mb in file size.**
- Our system will resize your images automatically if they are too large dimensionally.
- Give the file a Description (something relevant to where the image is going to be placed within your website; e.g. if you are adding a staff member, give the staff members name as the File Description)
- Choose a folder from the drop-down list to add your image to (this is not necessary but helps you to organize your images)
- Click the **Save** button when done.

Edit Media Button (for images that are already added to your website and are currently being utilized)

- Click the **Edit** button beside the desired image.
- Select the **Browse** button to search your hard-drive to choose a new image to upload. **Images must be under 2mb in file size.**
- Our system will resize your images automatically if they are too large dimensionally.
- Image description can be edited.
- Choose a folder from the drop-down list to add your image to (this is not necessary but helps you to organize your images)
- Click the **Save** button when done.

Delete Button

- Clicking this button will delete the media asset from the website, you will be asked to confirm that this is actually what you want to do before the action takes place. Once deleted this media asset will no longer be available on the website.

Folders (Add, Rename, and Delete)

- Clicking these buttons will allow you to place media into folders for ease for future retrieval, as well as rename folders and delete folders. **This is an organizational feature for use in the Media Module only** and does not apply to any other settings within your website.

News Module

View News Article Listings

- A listing of the Clinic News articles as well as the option to view and un-publish the Monthly Lifelearn News articles.

Lifelearn News Articles

- To view the list of articles supplied by Lifelearn, click the **Lifelearn News** tab
- There will be a list of the past years articles (2 per month)
- You can view the Lifelearn news article before un-publishing by clicking on the **View** button beside the article
- If you wish to un-publish any of our articles uncheck the corresponding check box beside the article and then click the **Update News** button at the bottom of the page

Add Article Button

- Click the **Add Article** button at the top of the page.

Edit Button

- Click the **Edit** button beside the article you wish to edit.

Delete Button

- Click the **Delete** button beside the article you wish to delete. You will be asked if this is indeed what you want to do. Once deleted the article is no longer available in the website.
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Clinic News Article Preview

- Preview of each news articles by clicking the **Edit** button to the left of the article to see it as viewed on the website.
 - Click on any of the **Edit** buttons on the News Article Preview page to get to the News Editor page where you can actually work on page content.
-

Article Edit

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How To Enter Content Using Content Sections:

- Article title is mandatory.
- **Enter a POST and EXPIRY DATE**
 - o Click the calendar icons.
 - o Select the date article is to be posted to and then expire from the In The News box in the sidebar of your website.
- **NOTE:** All articles current and expired will appear in the News Archive for the website. The News Archive can be viewed by clicking the **More...** button at the bottom of the In The News box.
- Enter Article content, by selecting the Content Section required.
- Each piece of content needs to be entered into a specific Formatting Box (e.g. Image, Paragraph, List or Table).

Image formatting box – You have ability to add one image that is left, centered or right aligned or two images that are side-by-side.

To add an image click the **Change** button, a new window will appear giving you a drop down list to choose an image that has been added to the Media section. After you have chosen the image that you wish click the **Add Image** button.

****NOTE:** Images must first be added to the Media Module of the CMS in order for it to appear in the drop-down list.

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 - ****NOTE:** titles in caps are Pet Health Topics
 - Link to a News Article
 - Click the third radio button
 - Choose an article from the drop-down list
 - Link to a Document (.PDF, .DOC, .TXT)
 - Click the forth radio button
 - Select the document from the list. The document must be loaded into the Media Module first.
 - Link to a Section on a Page
 - Click the fifth radio button
 - Select the option from the drop-down list, sub-titles in the Content Section boxes must be used for this option
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Table formatting box – You have the ability to add any size table that you wish on to your website. Click the **Add Table** button at the bottom of the page and then use the **Column** and **Row** drop-down lists to choose the size of your table.

To the right of your first row and bottom of your first column you will see check boxes. These designate a different color for that row or column if checked. With the template that you have chosen for your website there are colors applied to your table. If you wish to have the colors removed you can check the **No Style** check box. You will also see that each row and column have a **minus** button beside them, when clicked this will delete that row or column.

Each of these formatting boxes can be moved up or down on a page using the arrows in the top right corner of the box. The boxes can be deleted by clicking on the red X in the top right corner of the section. If you find that your page is getting long and you want to give your clients a quick and easy way to get back to the top of the page, each formatting box has a **Back To Top** check box that you can check to add a graphic link on your page.

Clients & Forms Module (Gold Sites Only)

The Clients & Forms module allows you to view the list of Pet Owners and Registered Clients, register or un-register a User, edit a User's information, view list of submitted forms (Appointments, Prescriptions of Food Orders & Boarding) and delete any submitted forms.

Manage Clients and Submitted Forms

Click the various tabs (Pet Owners, Registered Clients, Appointments, Prescriptions or Food Order & Boarding) to view all clients that have created a profile and/or submitted forms.

Pet Owners Tab

- Shows all clients that have signed into your website. If you have opted **not** to Password Protect your Registration page (meaning that anyone who visits your site can register and log-in to your website) all new users will be added to this section.
- You have the ability to Register, Delete Users or View/Edit their profiles.

Registered Clients Tab

- Shows all clients that have signed into your website. If you have opted to Password Protect your Registration page (meaning that you will have to supply a password to those clients who wish to log-in) all new users will be added to this section.
- You have the ability to Un-register, Delete Users or View/Edit their profiles.

****NOTE:** You have the ability to move clients from one list to another by clicking the **Register** or **Un-register** button beside their name. This section helps you to identify those people who have signed on to your website and to see who is a client and who is not.

View/Edit Button

By clicking this button you have the ability to view or edit the user information or pet profiles (click the **View Pet Profile** button beside the pet's name at the bottom of the page) that users of your website have submitted. On the editing page you are also given the ability to print the information or download it to your computer as a .CSV (comma separated values) file for use in Excel.

Clinic Info Module

This module allows you to view the website statistics; space used for website files on the server, website traffic, and homepage hits. You also have the ability to add your clinic address for viewing on front page of the website under the News section and change clinic email address (used to email the clinic when clients submit to the Photo Gallery or submit a Form (Gold sites only)). The last area allows you to password protect the registration form (Gold sites only) with a Clinic password, which can be changed and updated at anytime.

Website Statistics

- Lists the total space used on our servers
 - o Storage Limits:
 - 10Mb for Silver sites (overages are charged on a per month basis at \$10/5megs of space)
 - 20Mb for Gold sites (overages are charged on a per month basis at \$10/5megs of space)
- States the total hits to your homepage
 - o Ability to reset the counter at any time

Clinic Details

- Enter information in appropriate areas and save. Clinic Details will display on all pages under the News section.
- Email:
 - o Information used for Gold sites
 - o This is the address that client photo submissions and forms get sent to
 - o Must be kept up to date

Password Restriction

- Allows you to choose to password protect your Registration form so that only verified clients sign into your site.
- If you wish to have your Client Only sections to be available to any visitor of your site, you can turn this option off and your registration page will be free for any person visiting your site to create a profile.

Gallery Module (Gold Sites Only)

The Gallery module gives you the ability to add a pet to the Photo Gallery. For the Administrator of the website to add a pet to the Photo Gallery you will come here to do that, you do not have to upload the photo into the Media section first.

Adding a Pet to the Photo Gallery

- Select the desired Gallery from the drop-down list
- Select the Room within the Gallery
- Click the **Browse** button to view your hard drive to select image to place in the gallery
- Add the pet's name
- Add a descriptive paragraph about the pet
- Click the **Submit** button

If you don't have any Galleries set up you will need to do the following first.

Adding a New Photo Gallery

- Go to the **Pages Module**
- Select the Photo Gallery page
- Click add New Sub-page and title this new page with the name for the New Photo Gallery
- Select the New Gallery that you just created
- Click the New Sub-page and title this new page with the name of the Room that you would like to create in the Gallery