



Web Pro Manager: General User Guide

Version 1.14 (7/2013)

***Web Pro Manager** is an open-source website management platform that is easy to use, intuitive, and highly customizable.*

***Web Pro Manager** can be used to easily create and maintain complete Web sites.*



Table of Contents

1. Introduction	pg. 3
a. Dashboard to the Web Pro Manager	
b. Understanding Folders, Pages, and Components	
2. Logging In	pg. 5
a. Access the Web Pro Manager	
3. Changing Your Password	pg. 6
a. Change your Administrator password	
4. Creating and Editing New Users	pg. 8
a. Create a New User	
5. Working with Folders	pg. 10
a. Understanding Folders	
b. Adding a New Folder	
6. Working with Pages	pg. 12
a. Adding a New Page	
b. Editing an Existing Page	
c. Duplicating a Component	
d. Duplicating an Existing Page	
e. Arranging Pages	

f. Adding New Content to a Page	
7. Managing Images	pg. 17
8. Managing Documents	pg. 18
9. Enabling/Disabling Components	pg. 19
10. Site Settings	pg. 20

Introduction

Dashboard to the Web Pro Manager

This user guide will explain the ins-and-outs of the Web Pro Manager, a powerful and easy-to-use Content Management System (CMS) which is accessible wherever you can access the Internet and allows you to manage and make changes to your website in a simple interface.

This CMS allows for easy and intuitive editing of the front-end public side of your website. The CMS is made up of the following areas (Figure 1.1):

- Home
- Folders
- Pages
- Library
- Users

Understanding Folders, Pages, and Components

- **Folders - *Folders*** are similar to folders. They are used to organize *Pages* located on the website into manageable groups. These *Folder* “groups” make up the navigation your website's visitors see. Each *Folder* can hold an unlimited number of *Pages* and each *Folder* can have an unlimited number of *sub-Folders*. Learn how to use Folders in *Chapter 5: Working With Folders*.
- **Pages - *Pages*** are the actual pages of your website. Various types of pages include a **Homepage**, a **Content** page, or a **Search** page. In addition, a Link page has been added to the CMS, which is not really a page, but allows for the addition of extra internal and external links to show up in the main or component-based navigation. Learn how to use pages in *Chapter 6: Working With Pages*.
- **Components - *Components*** are the building blocks that make up your pages. *Components* range in design and functionality depending on their intended purpose. You can easily construct many different types of Pages by filling them up with reusable components.

All components available on your site are listed on the **Components** page, which can be accessed via the **Components** tab (**Figure 1.1**). Learn how work with Components in *Chapter 8: Enabling/Disabling Components*.

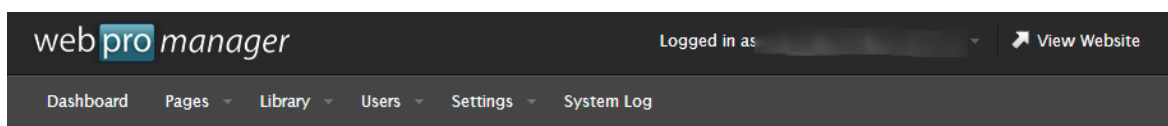


Figure 1.1 The CMS is made up of 5 separate areas and are shown as tabs located in the top navigation bar.

Logging In

To access the Web Pro Manager:

1. Open an Internet Explorer browser window on your PC. You may also use other browser types for access: all latest versions of Firefox, Chrome and Safari are supported.
2. Type your website's address into the Address bar at the top of the browser window, followed by **"/manage/"** (**Figure 2.1**), and click **Go**. For example, if your website is xyz.com, then you will type:
<http://www.xyz.com/cms/>

If your website uses a "nested" installation of Web Pro Manager (i.e. in a subfolder), remember to type that address first, followed by **"/manage/"**: <http://www.xyz.com/wpm/manage/>

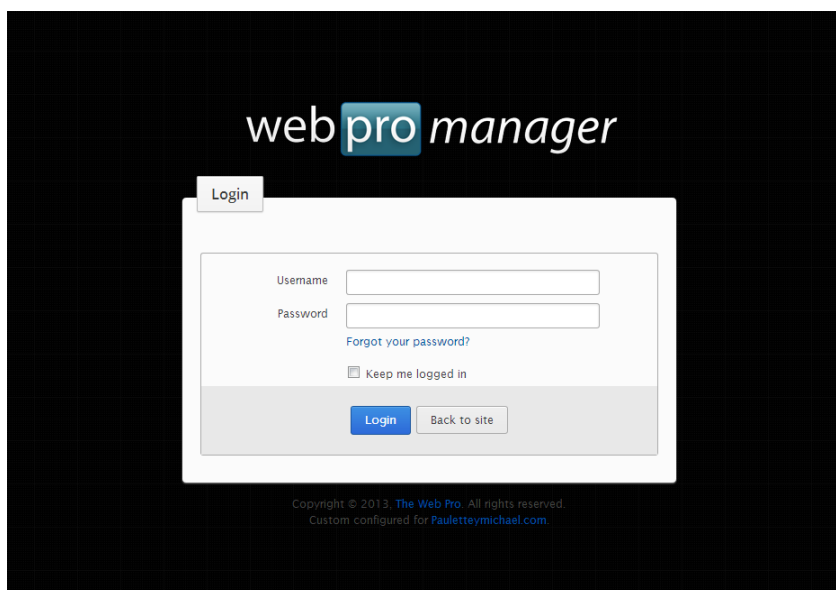


Figure 2.1 The Web Pro Manager login page.

3. Enter in your username (e.g. admin) and password you received for the system in the LOGIN box, then click the **Login** button. Optionally, you can choose for Web Pro Manager to keep you logged in for up to 30 days by ticking the box “Keep me logged in”.

Changing Your Password

To keep the Web Pro Manager secure, it is important to change your Administrator password frequently and to use hard-to-guess passwords.

To change your Administrator password:

1. Login to the Web Pro Manager (see [Chapter 2: Logging In](#)).
2. From the *Dashboard* page, Click on **Users** in the top navigation to proceed to the **Users** page. Browse the list of available Users for the system and click the **Edit** button of user you would like to modify (**Figure 3.1**).

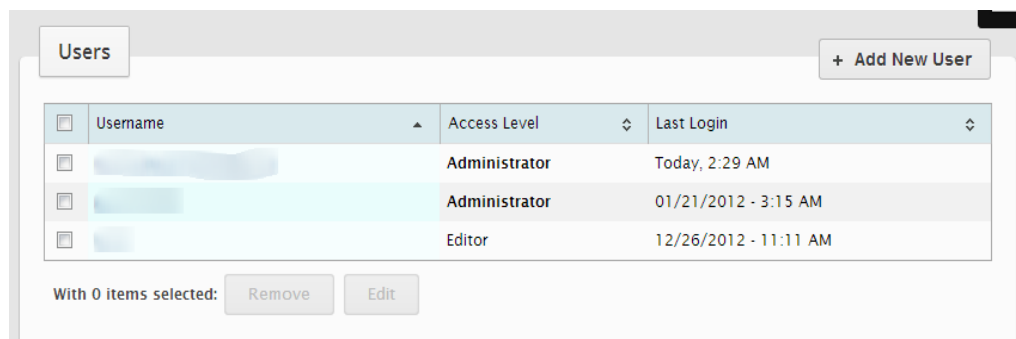


Figure 3.1 Click the **Edit** button of user you would like to modify.

- Click the **Edit** button on the confirmation screen to modify the selected user profile (**Figure 3.2**).

Figure 3.2 The Edit User box allows you to review and edit a user's information.

- To change your current password, just overwrite your existing password in the Password field (**Figure 3.3**). **NOTE:** To ensure system security, your new password *must be between 5-15 characters and contain at least one number*.

Figure 3.3 Overwrite your existing password in the Password field then Click the **Update** button.

5. To save your changes, click the ***Update*** button.

Creating and Editing New Users

To ease the workload on the Administrator of the Management System, separate, more limited users can be setup to access particular areas of the system. In the Web Pro Manager, a limited user is called an *Editor*. An *Editor* has limited editing privileges to pages of an *Administrator's* choosing.

To create a new User:

1. Login to the Web Pro Manager (see [Chapter 2: Logging In](#)).
2. From the *Dashboard* page, Click on **Users** in the top navigation to proceed to the **Users** page.
3. Fill in a desired **username** and **password** that the new user can use to access the system (**Figure 4.1**). After that, choose the areas of the CMS that the new user will have access to by making your selection in the **Choose an Access Level** selection box. Choose **Administrator** if you would like the new user to have total control of the CMS, or choose **Editor** if you would like the new user to have limited control of the CMS.

Make sure you give them no more (and no fewer) access rights than necessary to complete the given tasks they are assigned. Changing the language to Spanish will change the Administration view to Spanish for that user.

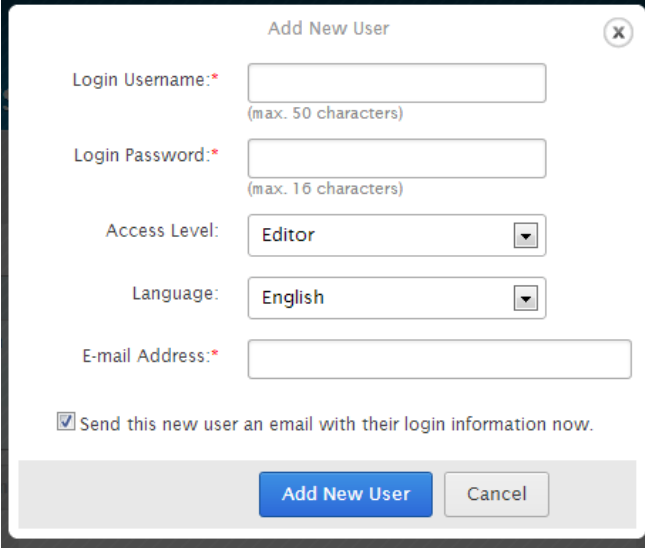


Figure 4.1 To add a new user, fill in the username and password they will use to access the system.

4. When finished, click the Add New User button to save the new user account to the Web Pro Manager.

Working with Folders

Understanding Folders

Folders - Folders are used to organize *Pages* located on the website into manageable groups. These folder “groups” make up the navigation your website's visitors see. Each *Folder* can hold an unlimited number of *Pages* and each *Folder* can have an unlimited number of *sub-folders*.

All folders available on your site are listed in the *Pages* area (**Figure 5.1**), which can be accessed via the ***Pages*** tab (**Figure 1.1**), you can find listed all the various folders of your website. You can also edit, delete, or add a new folder to your website.

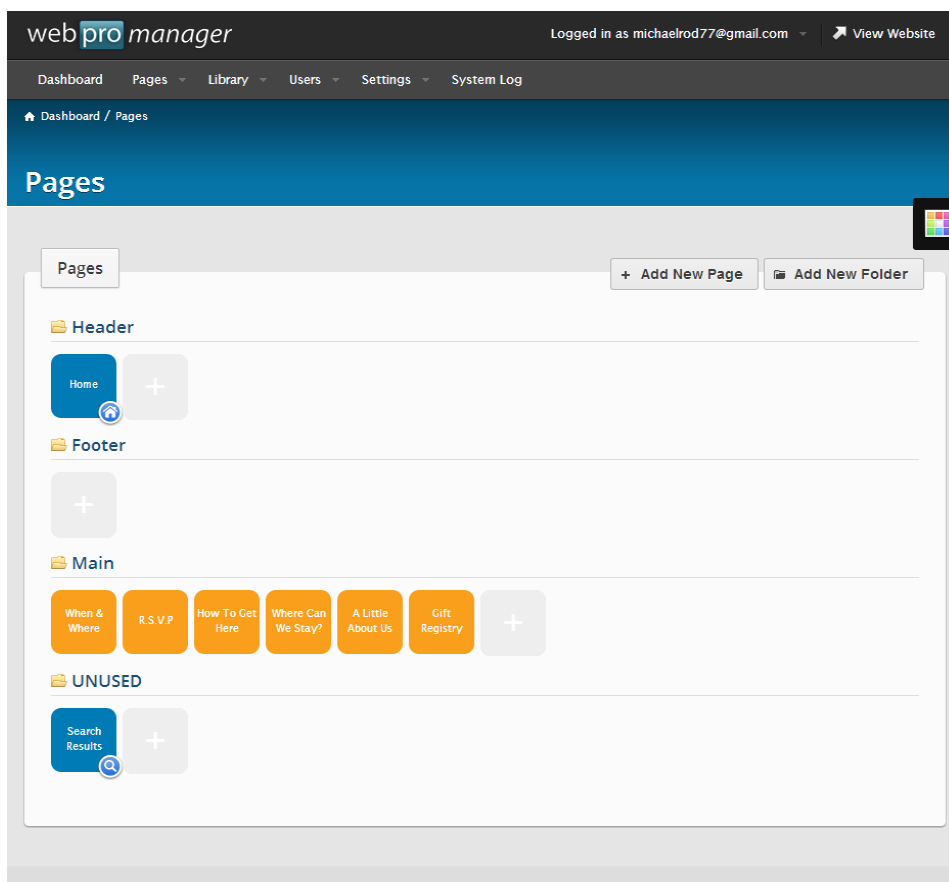


Figure 5.1 All folders available on your site are listed in the Pages area.

Adding a New Folder

1. Login to the Web Pro Manager (see [Chapter 2: Logging In](#)).
2. From the *Dashboard* page, Click on **Users** in the top navigation to proceed to the **Pages** page.
3. From the *Pages* area, Click on **Add New Folder** tab, found above the *Pages* area, to open the **Add New Folder** box.

4. Type in a name for the new folder.
5. Choose the sub-folder of the new folder from the drop-down list.
6. Click on the *Add Folder* button to save your selection.

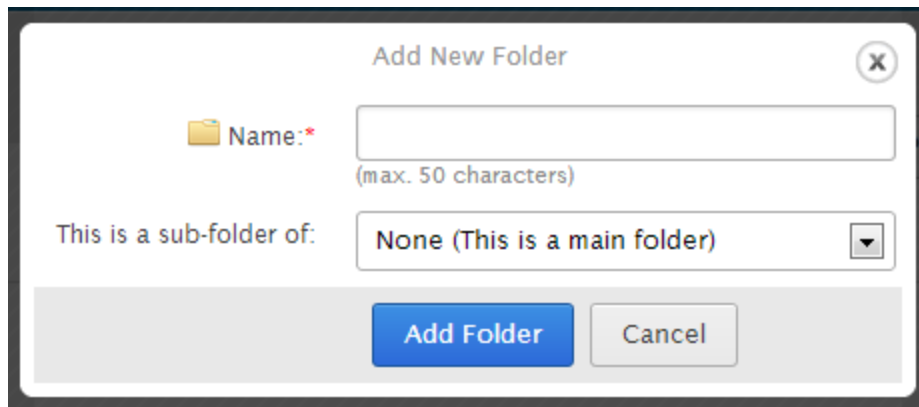


Figure 5.2 To add a new folder, just choose a name and decide which sub-folder it applies to.

Working with Pages

Pages are the actual pages of your website. Various types of pages include a **Homepage**, a **Content** page, or a **Search** page. In addition, a Link page has been added to the CMS, which is not really a page, but allows for the addition of extra internal and external links to show up in the main or component-based navigation.

All pages on your site are listed in the *Pages* area, which can be accessed via the **Pages** tab (**Figure 1.1**), you can find listed all the various pages on your website. You can also edit, delete, or add a new page to your website. Individual pages on the website are shown as colored buttons on the *Pages* area (**Figure 6.1**).

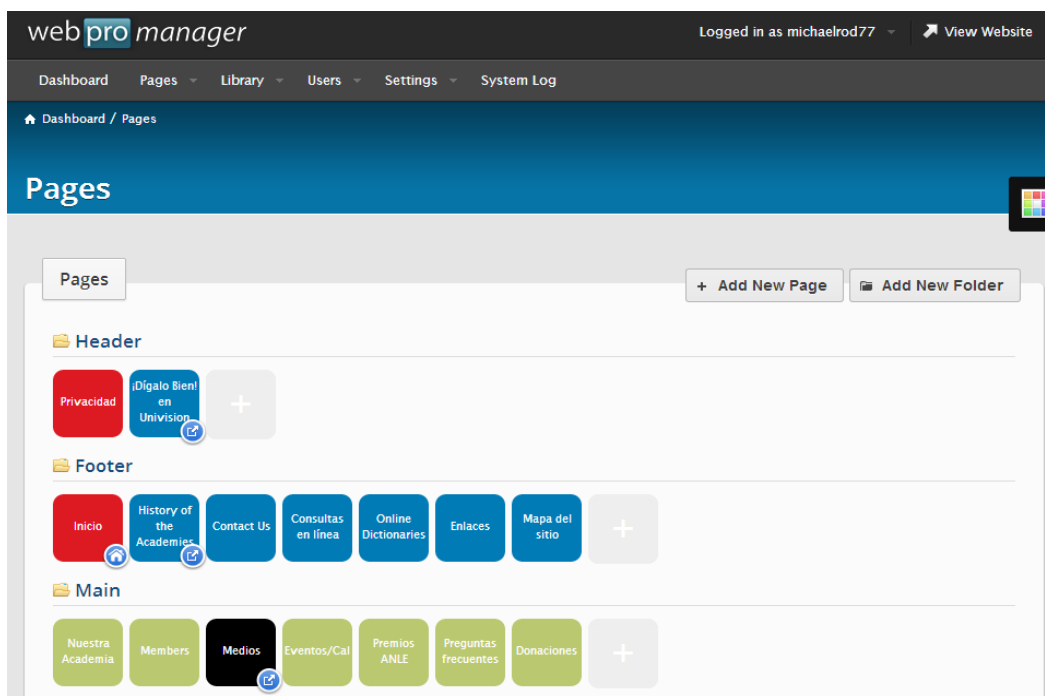


Figure 6.1 Individual pages on the website are shown as colored buttons on the Pages area.

Adding a New Page

1. Login to the Web Pro Manager (see [Chapter 2: Logging In](#)).
2. From the **Pages** area, Click on **Add New** tab, found at the top-right side of the **Pages** box, to open the **Add New Page** box (Figure 6.2).
3. Type in a name for the new page.
4. If deciding to make the new page a link versus an actual webpage, select **Link** from the **Page Type** drop-down box, otherwise, leave the choice as **Content**.
5. Choose the folder of the new page from the drop-down list.
6. Click on the **Add New Page** button to save your selection.

Figure 6.2 To add a new page, choose a page title, decide whether it's a content page or just a link,

and choose which folder the page belongs to.

Editing an Existing Page

To edit a page, simply click on the icon of page you wish to edit. This will open the **Edit Page** box. From here you can edit any of a page's components by clicking on a component's corresponding pencil icon (**Figure 6.3**).

To change the arrangement of a page's components, simply drag and drop a component to where you want it to be located on the page.

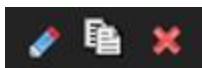


Figure 6.3 (From left to right) Edit component, duplicate component, and delete component.

Duplicating a Component

To duplicate a component, simply click on the icon of page you wish to edit. This will open the **Edit Page** box. From here you can duplicate any of a page's components by clicking on a component's corresponding documents icon (**Figure 6.3**).

Put a check mark on the page you would like the component to be duplicated to, then select the type of duplication (copy or clone), and select the area of the page that the component should be located in (eg. main or sidebar).

Duplicating an Existing Page

To duplicate a page, simply click on the icon of page you wish to duplicate. This will open the **Edit Page** box. From here, click on **Duplicate this page** in the **Tools** folder.

Give the page a new title and select the folder that it will be part of, then click on the **Add New Page** button

to save.

Arranging Pages

To arrange and sort your pages, click on the **Arrange Pages** tab, located underneath the **Pages** tab in the main navigation bar. You can now drag and drop your pages into different folders. To save your arrangement, click on the **View and Edit Pages** tab located underneath the **Pages** tab in the main navigation bar.

Adding New Content to a Page

To add new content to a page, from an **Edit Page** screen, click on the **Add New Component** tab, located just above the gray sidebar. The **Add New Component** box will now appear. Click on the **Component Type** bar, which will bring up a selection of components that you can add to your page. Choices include:

1. **Title:** Adds a simple title to a page. Color and font of the title is determined by your site's template.
2. **Simple Text:** This is the main component for adding text to the website. Clicking on the **Advanced Editor** will allow additional formatting and will allow the addition of tables, external links, images, and more.
3. **Simple Image:** Adds either a linked or non-linked image to the website. It is also possible to manage your **Image Library** from this folder.
4. **Text + Image:** Adds a simple text component with an image built-in. Good for use on "jump" pages when showing an excerpt of content and linking to a lower-level page.
5. **Basic Nav Box:** Adds a basic navigation component to the website with links to pages corresponding to the folder chosen in the **Build navigation from** selection box (**Figure 6.4**).
6. **Contact Form:** Adds a simple **Contact Form** to the website (**Figure 6.5**).

7. **DISQUS Comment Box:** Adds a comment box to the page. A DISQUS shortname is required for use.



Figure 6.4 A sample Basic Nav Box component (as seen through the actual website).

CONTACT FORM

Subject: *

Full name: *

Email Address: *

Phone:

Your comments or questions: *

Send Message

Figure 6.5 A sample Contact Form component.

Managing Images

The **Web Pro Image Library** can be accessed via the **Library** tab located on the **Components** folder at the top of every Web Pro Manager page (**Figure 7.1**).

Click on the **Library** tab and the **Web Pro Image Library** will now open. You can now add new images as well as remove them from the website.

To add a new image, first click on the selection box at the top-left of the page and select which area you would like to add the image to (Content, Header, Background, etc.), then simply click on the **Upload Images** button. You can now upload an image from your computer (**Figure 7.1**).

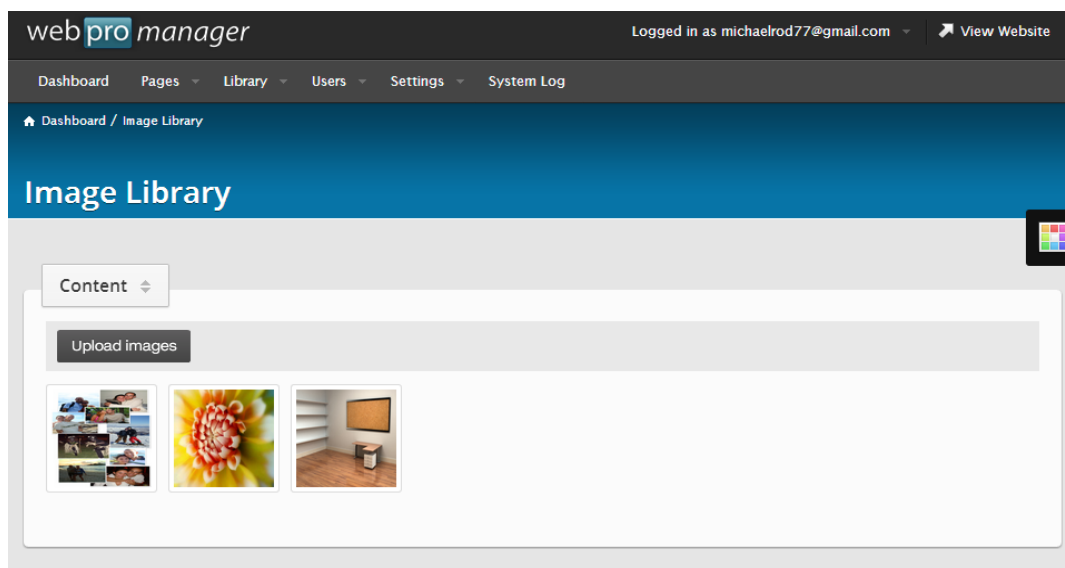


Figure 7.1 The Web Pro Manager Image Library.

Managing Documents

The **Documents Library** can be accessed via the **Library** tab located on the **Components** folder at the top of every Web Pro Manager page (**Figure 7.1**).

Click on the **Library** tab, then click on the **Documents** sub-tab and the **Documents Library** will now open.

To add a new, first click on the selection box at the top-left of the page and select which area you would like to add the image to (PDF, Word, Excel, etc.), then simply click on the **Add New Document** tab. You can now upload a document from your computer (**Figure 8.1**). Note that the file must be smaller than 50MB in size.

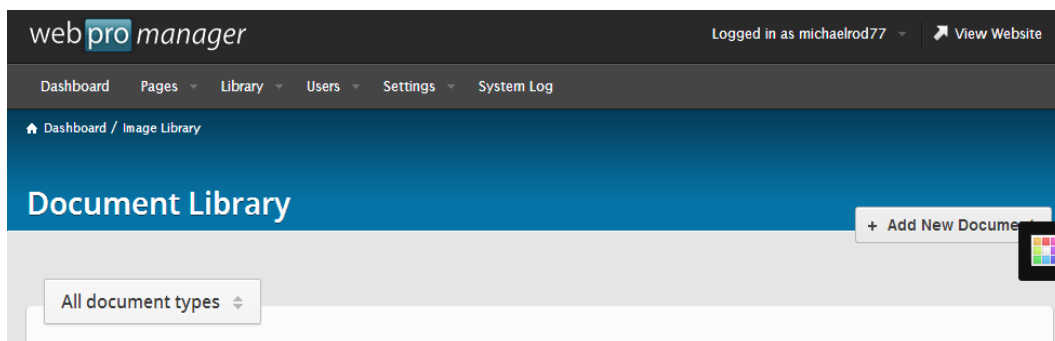


Figure 8.1 The Web Pro Manager Document Library.

All added documents will now be listed in the **Documents Library**, and clicking on any of the documents in the **Documents Library** will open the document in your browser.

You can use the document's URL as a link to the document.

Enabling/Disabling Components

The **Components** page, accessed by clicking on the *Components* tab in the main navigation bar (**Figure 1.1**), shows which components are active and available for use on the website. This screen also shows the total page usage for each component on your website.

You can enable or disable a component (turn on or off) on your entire website by simply clicking on **Enable/Disable** located to the right of the component.

Site Settings

The **Site Settings** can be found as a link in the **Quick Links** listed on the right-hand side of the **Homepage** which can be accessed by clicking on the **Home** tab in the main navigation bar (**Figure 1.1**).

From *Site Settings*, you are able to turn your entire site on or off and if you decide to take your website offline, you are then able to forward requests from visitors to any website address of your choosing.

You can also change the **Default Language** of your website (as initially set during installation) and choose additional **Available Languages** to display your site in. Your template must have a tag included to display the language selection links. For this tag and a list of other available tags for your Web Pro Manager templates, please download and read the **Web Pro Manager: Templating Guide** available at <http://www.thewebpro.com/>.