

# Atlas CMS 2

## User Guide

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## Getting Started

The Atlas CMS is an online application that allows you to update your website quickly using a web browser from any computer connected to the internet. The Atlas system will currently run on Microsoft Internet Explorer 5.5 or later on a computer running Microsoft Windows 98 or later, other platforms are supported but the system will run with reduced features for page and image editing.

Begin by opening your web browser and connecting to your internet service provider. Type in the address shown below into the address bar in your web browser and press 'Enter' or click 'Go' .

**www.yourdomainname/atlas/**

\*(Replace yourdomainname with your full domain name i.e. www.atlas-cms.com)

After several seconds the Atlas CMS system sign in page will appear with the Sign In box displayed.

You need to enter your Username and Password to access the Atlas CMS system. If this is the first time you have used the Atlas CMS the system will be set with its default username and password as supplied in your quick start user guide.

Enter your username and password in the boxes provided and click on the "Enter" button to enter the Atlas CMS system. If the sign in is successful you will be taken to the welcome page. If the sign in details are entered incorrectly or are not found you will be taken back to the sign in page and an error message will be displayed. If this happens try re-entering your details and click the "Enter" button again.

We recommend that you change your sign in details the first time you use your Atlas CMS system. You can change your sign in password by selecting the "Change my Password" link in the Control Panel section.

The links along the top menu will take you to each of the Atlas CMS sections where you can administer your website. When you have finished using the Atlas CMS please click the "Sign Out" button and close your browser window.

### Site

The site manager contains all of the sections you will need for editing your website's content. Selecting the 'Site' link at the top of the page will take you to the Site Manager overview page where you can choose which section of the website you want to edit.

### Shop

The Atlas CMS shop manager gives you access to all the features of your online shop. You can manage your stock, view and edit orders, control vouchers and delivery charges and view reports on customer spending and sales. To access the shop manager select the 'Shop' link at the top of the page.

### Files & Photos

The file manager gives you all the tools you need to manage the photos and documents on your website. Designed to work in a similar way to your computer's file system, the file manager allows you to copy files from your computer to the website and organise them into folders.

### Control Panel

The control panel section of Atlas CMS gives you all the options you need to manage Atlas. You can control user access to the system, change your password, edit the site settings and much more.

## Recycle Bin

The Recycle Bin in the Atlas CMS system gives users a second chance to recover pages, site sections, stock items, stock categories, photographs and files from the website when items have been marked for deletion.

## Search

The Search facility in the Atlas CMS system gives users the ability to search all of the main Atlas sections using a simple and easy to use single search area.

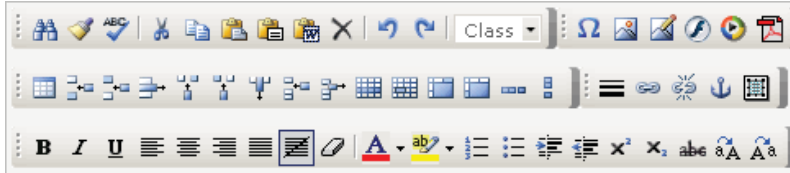
## Sign Out

The Sign Out link will end your Atlas CMS session. You should click this link when you have finished all your changes on your website.





























# The Page Editor

The page editor is used throughout Atlas CMS. It gives you the user all the tools you need to create and edit your website's content using a fast and intuitive application.

When you select a section within Atlas which contains the editor a page will load containing the application as shown below. At the top of the editor you will find a row of tools which you can use while editing your content. The table below shows a list of the available tools and their uses.



| Menu/Button                | Function Description   |
|----------------------------|--|
| Find and replace           | find and replace the text in the editor's content area                                 |
| Code Cleaner               | clean up all "garbage" HTML-tags   |
| Spell                      | launch the spell checker   |
| Cut                        | performs normal function of cutting.   |
| Copy                       | copy the current selection and store it in the clipboard.                              |
| Paste                      | insert content from the clipboard into the editor at the selected position.            |
| Paste Plain Text           | paste the plain text (no formatting) into the editor.                                  |
| Paste from word            | paste the content copied from the microsoft word and remove the web-unfriendly tags    |
| Delete                     | delete the current selection.  |
| Undo                       | undo the last operation in the editor.   |
| Redo                       | redo the last operation in the editor.   |
| Class                      | class drop-down changes the CSS class of the selected text                             |
| Special Chars              | insert a special character from a predefined list                                      |
| Insert Image               | insert a local image from the image gallery folder                                     |
| Insert Image               | insert an image at the selected position in the editor and let you set its properties. |
| Insert Flash               | insert a flash animation at the selected position and let you set its properties.      |
| Insert Media               | insert a windows media object at the selected position and let you set its properties. |
| Insert Document            | insert a link to a document on the server (PDF,DOC, ZIP,etc.) at the selected position |
| Insert Table               | insert a table into your web page.   |
| Insert Row Above           | insert a row above the selected row.   |
| Insert Row Below           | insert a row below the selected row.   |
| Delete Rows                | delete the selected row.   |
| Insert Column to the left  | insert a column to the left of the selected cell.                                      |
| Insert Column to the right | insert a column to the right of the selected cell.                                     |
| Delete Columns             | delete the selected column.  |
| Insert Cells               | insert cells into the selected row.  |
| Delete Cells               | delete the selected cell.  |

| Menu/Button  | Function Description   |
|--|--|
|  Row Properties         | edit row properties  |
|  Cell Properties        | edit cell properties   |
|  Merge Cells Right      | merge the current cell with the one to its right.                |
|  Merge Cells Down       | merge the current cell with the one below it.                    |
|  Split Cells Right      | split a cell into columns  |
|  Split Cells Down       | Split a cell into rows   |
|  Insert Horizontal Line | insert a horizontal rule at the selected position in the editor. |
|  Insert Link            | add a link to the text on your page.                             |
|  Remove Link            | remove the hyperlink from the selected content.                  |
|  Insert Anchor          | add an anchor to the text on your page.                          |
|  Select All             | select all content.  |
|  |  |
| <b>B</b> Bold  | bold the selected text.  |
| <i>I</i> Italic  | italicize the selected text.                                     |
| <u>U</u> Underline   | underline the selected text.                                     |
|  Left Justify           | align the selected content to the left.                          |
|  Centre                 | center the selected content.                                     |
|  Right Justify          | align the selected content to the right                          |
|  Justify Full          | Justify Full   |
|  Justify None         | Justify None   |
|  Remove Format        | remove format of the selected text.                              |
|  Font Colour          | change color of the selected text                                |
|  Highlight            | highlight the selected text                                      |
|  Insert Numbered List | insert an ordered list.  |
|  Insert Bullet List   | Insert an unordered list.  |
|  Indent Text          | indent the selected content.                                     |
|  Outdent Text         | outdent the selected content.                                    |
|  SuperScript Text     | change the selected text to superscript.                         |
|  SubScript Text       | change the selected text to subscript.                           |
|  Strikethrough        | strike through the selected text                                 |
|  Upper Case           | convert the selected text to upper case                          |
|  Lower Case           | convert the selected text to lower case                          |

## Quick Start Guides

### Adding a new page to your website

To add a new page to your website follow the following instructions:

- Click the “Site” link at the top of your Atlas CMS system
- Click “Site Pages”
- Click the “Add Page” icon
- The “Add Page” page will load
- Enter the new information into the fields provided
- Click the “Save” icon to save your changes

### Adding a new stock item

To add a new stock item to your website follow the following instructions:

- Click the “Shop” link at the top of your Atlas CMS system
- Click “Stock”
- Click the “Add Stock” icon
- The “Add Stock” page will load
- Enter the new information into the fields provided
- Click the “Save” icon to save your changes and continue to the “Edit Stock” page
- Click the “Click to add new item purchase option” link
- Enter the item options in the popup window which appears
- Click the “Save Changes” button
- The “Edit Stock” page will reload with your new options listed.
- Click the “Add Category” link on the left of the page
- The “Shop Category Browser” window will open
- Click on the shop category you wish to add this item to.
- The popup window will close and the “Edit Stock” page will reload with your new options listed.

## Site

The site manager contains all of the sections you will need for editing your website's content. Selecting the 'Site' link at the top of the page will take you to the Site Manager overview page where you can choose which section of the website you want to edit.

### Page Content

The content manager allows you to control the text content that is displayed on your website. You can edit current pages adding images and tables, creating new pages or delete existing ones.

Selecting the 'Page Content' link from the left menu will bring up a list of pages that are available to edit on your website. You can sort the pages in different orders by selecting the title of the field you want to sort by.

To add a new page, select the 'Add Page' icon above the main list. To add a new section for your pages to reside in, select the 'Add Section' icon above the main list.

You can change the way your pages are listed by selecting the 'List View', 'Tree View' and 'Site Root' icons.

List View will display your pages in a table, with various details displayed for each page.

Tree View will list the pages in a hierarchical tree with the pages organised into their respective section. This view is useful for getting an overview of the website structure.

Site Root will show the main website pages which are not assigned to a section. The homepage is one example of a site root page. If you create a new page without assigning it a section, this is where the page will be listed.

### Add a page

To add a new page to your website, follow the following instructions.

- Click "Page Content" from the main left menu
- The main "Site Pages" page will load.
- Click "Add Page"
- The "Add new Page" page will load.
- Enter the information for your page.
- Click the "Save " icon to confirm your changes.

Form Fields on this page

- **Page Title** - This contains the name of the page
- **Short Name** - This contains a short lower case reference name for the page.
- **Section** - This selects the section which the page will appear under. Select the 'Open Section Browser' link to open a window where you can choose which section the page will reside in.
- **Section Home** – Select this to set the current page as the default for that section
- **Published** – Selecting 'Yes' will make the page viewable on the main website, select 'No' to hide the page. This is useful while you are still editing a page and do not want it displayed.
- **Display Order** - This selects the display order of your category, this must contain a number.
- **Main Text** - This contains the information for your page. Microsoft Windows and Internet Explorer users will be able to use the advanced page editor , other platforms and browsers will have a simple text box to edit the details.
- **Description** - This contains the keywords which are available for internet search engines.
- **Keywords** - This contains the keywords which are available for internet search engines.

## Edit a page

To edit a page on your website, follow the following instructions.

- Click "Page Content" from the main left menu
- The main "Site Pages" page will load.
- Click on the title of the page you want to edit.
- The "Edit Page" page will load.
- Enter or update the information for your page.
- Click the "Save " icon to confirm your changes.

Form Fields on this page

- **Page Title** - This contains the name of the page
- **Short Name** - This contains a short lower case reference name for the page.
- **Section** - This selects the section which the page will appear under. Select the 'Open Section Browser' link to open a window where you can choose which section the page will reside in.
- **Section Home** – Select this to set the current page as the default for that section
- **Published** – Selecting 'Yes' will make the page viewable on the main website, select 'No' to hide the page. This is useful while you are still editing a page and do not want it displayed.
- **Display Order** - This selects the display order of your category, this must contain a number.
- **Main Text** - This contains the information for your page. Microsoft Windows and Internet Explorer users will be able to use the advanced page editor , other platforms and browsers will have a simple text box to edit the details.
- **Description** - This contains the keywords which are available for internet search engines.
- **Keywords** - This contains the keywords which are available for internet search engines.

## Delete a page

To delete a page from your website, follow the following instructions.

- Click "Page Content" from the main left menu
- The main "Site Pages" page will load.
- Click on the title of the page you want to edit.
- The "Edit Page" page will load.
- Click the 'Delete Page' icon.
- The delete confirmation page will load.
- Click the 'Delete' icon to move the page to the recycle bin.

## Page Sections

Page sections are the areas where you can organise your content to make it more manageable. The pages are organised in a folder structure similar to the way files are organised on your computer. Your website will have come with a number of sections already set up but you can also add new ones where appropriate.

The sections are organised as a hierarchal tree with the main site sections organised around the root or homepage. You can add new sections under existing sections for as many levels as you require. The new sub sections will be displayed on your website when you select the link for the parent section.

To manage your page sections select the 'Site' link at the top of the page, then select 'Page Sections' from the left menu. The Site Page Sections page will load displaying a tree containing all the current sections on your website. You can change the way the list is displayed by selecting the 'List View', 'Tree View' and 'Site Root' icons.

### Add a Section

To add a new page section to your website, follow the following instructions.

- Click "Page Sections" from the main left menu
- Click "Add Section"
- The "Add Section" page will load.
- Enter the information for the new page section, use the 'Open Section Browser' to select a parent section.
- Click the "Save" icon to save your changes to your website.

Form Fields on this page

- **Section Name** - This contains the name of your page section.
- **Parent Section** – This contains the parent section in which your current section will reside.
- **Security Level** – This is used for sites with members areas. Select 'none' to make the section visible to all visitors or 'All' to make it available only to members.
- **Display Order** - This selects the display order of your category, this must contain a number.

### Edit a Section

To edit page section to your website, follow the following instructions.

- Click "Page Sections" from the main left menu
- Click on the title of the section you want to edit.
- The "Edit Section" page will load.
- Enter or update the information for the page section, use the 'Open Section Browser' to select a parent section.
- Click the "Save" icon to save your changes to your website.

Form Fields on this page

- **Section Name** - This contains the name of your page section.
- **Parent Section** – This contains the parent section in which your current section will reside.
- **Security Level** – This is used for sites with members areas. Select 'none' to make the section visible to all visitors or 'All' to make it available only to members.
- **Display Order** - This selects the display order of your category, this must contain a number.

## Delete a Section

To delete a page section, select 'Page Sections' from the left menu then select the section you want to delete. The edit page will display with the contents of your selected section. Click the 'delete' icon and then confirm by clicking the 'delete' icon again.

Your section will now be deleted and any site pages which are listed under this section.

## News

The News Tasks section of the Atlas CMS system gives website administrators the ability view and edit your website's news area.

To access the news section select the 'Site' link at the top of the page then select 'News' from the left menu. A list of all the current news items will be displayed.

### Add an item

To add a new news item to your website, follow the following instructions.

- Click "News" from the main left menu
- Click the "Add News" icon.
- The "Add News" page will load.
- Enter the information for the press release.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- **Title** - This contains the title or name of the news item
- **Date** - This contains the date of the news item, this must be in DD/MM/YYYY format i.e. 25/12/2005
- **Active Item** - This allows you to show or hide this news item from your website.
- **Main Text** - This contains the main news item details. Microsoft Windows and Internet Explorer users will be able to use the advanced page editor, other platforms and browsers will have a simple text box to edit the details.

### Edit an item

To edit a news item on your website, follow the following instructions.

- Click "News" from the main left menu
- Select the news item you want to edit.
- The "Edit News" page will load.
- Enter or update the information for the press release.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- **Title** - This contains the title or name of the news item
- **Date** - This contains the date of the news item, this must be in DD/MM/YYYY format i.e. 25/12/2005
- **Active Item** - This allows you to show or hide this news item from your website.
- **Main Text** - This contains the main news item details. Microsoft Windows and Internet Explorer users will be able to use the advanced page editor, other platforms and browsers will have a simple text box to edit the details.

### Delete an item

To delete a news item from your website, follow the following instructions.

- Click "News" from the main left menu
- Select the news item you want to delete.
- The "Edit News" page will load.
- Click the 'Delete News' icon.
- The delete confirmation page will load, click 'Delete' to remove the item from your website.

## Events

The Events Tasks section of the Atlas CMS system gives website administrators the ability view and edit your website's events area.

### Add an event

To add a new event to your website, follow the following instructions.

- Click "Events" from the main left menu
- Click the "Add New" icon.
- The "Add Event" page will load.
- Enter the information for the event.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- **Title** – This contains the text that will be displayed at the top of the event as well as on the homepage.
- **Active** – Select 'Yes' to display the event on your website or 'No' to hide it.
- **Start Date** – Click the calendar icon to select a start date for your event.
- **End Date** – Click the calendar icon to select an end date for your event.
- **Start Time** – Select the hours and minutes from the drop down boxes for the start time.
- **End Time** – Select the hours and minutes from the drop down boxes for the end time.
- **Main Text** - This contains the main event item details. Microsoft Windows and Internet Explorer users will be able to use the advanced page editor, other platforms and browsers will have a simple text box to edit the details.

### Edit an event

To edit an event on your website, follow the following instructions.

- Click "Events" from the main left menu
- Click on the event you want to edit.
- The "Edit Event" page will load.
- Enter the information for the event.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- **Title** – This contains the text that will be displayed at the top of the event as well as on the homepage.
- **Active** – Select 'yes' to display the event on your website or 'No' to hide it.
- **Start Date** – Click the calendar icon to select a start date for your event.
- **End Date** – Click the calendar icon to select an end date for your event.
- **Start Time** – Select the hours and minutes from the drop down boxes for the start time.
- **End Time** – Select the hours and minutes from the drop down boxes for the end time.
- **Main Text** - This contains the main event item details. Microsoft Windows and Internet Explorer users will be able to use the advanced page editor , other platforms and browsers will have a simple text box to edit the details.

### Delete an event

To delete an event item from your website, follow the following instructions.

- Click "Events" from the main left menu
- Select the event you want to delete.
- The "Edit News" page will load.
- Click the 'Delete Event' icon.
- The delete confirmation page will load, click 'Delete' to remove the event from your website.

## Press Releases

The Press Release Tasks section of the Atlas CMS system gives website administrators the ability view and edit your website's press releases.

### Add a press release

To add a new press release to your website, follow the following instructions.

- Click "Press Releases" from the main left menu
- Click the "Add New" icon.
- The "Add Press Release" page will load.
- Enter the information for the press release.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- **Title** - This contains the title or name of the press release.
- **Date** - This contains the date of the press release, this must be in DD/MM/YYYY format i.e. 25/12/2005
- **Active Item** - This allows you to show or hide this press release from your website.
- **Main Text** - This contains the main press release details. Microsoft Windows and Internet Explorer users will be able to use the advanced page editor, other platforms and browsers will have a simple text box to edit the details.

### Edit a press release

To edit a press release on your website, follow the following instructions.

- Click "Press Releases" from the main left menu
- Select the press release you want to edit.
- The "Edit Press Release" page will load.
- Enter or update the information for the press release.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- **Title** - This contains the title or name of the press release.
- **Date** - This contains the date of the press release, this must be in DD/MM/YYYY format i.e. 25/12/2005
- **Active Item** - This allows you to show or hide this press release from your website.
- **Main Text** - This contains the main press release details. Microsoft Windows and Internet Explorer users will be able to use the advanced page editor , other platforms and browsers will have a simple text box to edit the details.

### Delete a press release

To delete a press release from your website, follow the following instructions.

- Click "Press Releases" from the main left menu
- Select the press release you want to delete.
- The "Edit Press Release" page will load.
- Click the 'Delete Press Release' icon.
- The delete confirmation page will load, click 'Delete' to remove the press release from your website.

## Contacts

The contacts section of atlas allows you to add, edit and delete the contacts that are listed on your website. You can access the contacts section by selecting 'Site' at the top of the page then 'Contacts' from the left menu.

### Add a contact

To add a new contact to your website, follow the following instructions.

- Click "Contacts" from the main left menu
- Click the "Add Contact" icon.
- The "Add Contact" page will load.
- Enter the information for the contact.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- **First Name** – This contains the first name of your contact.
- **Last Name** – This contains the last name of your contact.
- **Email** – This contains the contact email address for your contact.
- **Telephone** – This contains the telephone number for your contact.
- **Display Order** – This contains the order in which the contacts will be displayed. A lower number will appear closer to the top of the page.

### Edit a contact

To edit a contact on your website, follow the following instructions.

- Click "Contacts" from the main left menu
- Select the contact you want to edit.
- The "Edit Contact" page will load.
- Enter or update the information for the contact.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- **First Name** – This contains the first name of your contact.
- **Last Name** – This contains the last name of your contact.
- **Email** – This contains the contact email address for your contact.
- **Telephone** – This contains the telephone number for your contact.
- **Display Order** – This contains the order in which the contacts will be displayed. A lower number will appear closer to the top of the page.

### Delete a contact

To delete a contact from your website, follow the following instructions.

- Click "Contacts" from the main left menu
- Select the contact you want to delete.
- The "Edit Contact" page will load.
- Click the 'Delete Contact' icon.
- The delete confirmation page will load, click 'Delete' to remove the contact from your website.

## Web Links

The web links section of Atlas allows you to add, edit and delete links from your website's links page.

### Add a link

To add a new link to your website, follow the following instructions.

- Click "Link" from the main left menu
- Click the "Add Link" icon.
- The "Add Link" page will load.
- Enter the information for the link.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- **Title** – This contains the title of the link that will appear on the links page.
- **URL** – This contains the address of the website you want to add to your links page.
- **Display Order** – This contains the order in which the links will be displayed. A lower number will appear higher on the page.

### Edit a link

To add a new link to your website, follow the following instructions.

- Click "Link" from the main left menu
- Click the "Add Link" icon.
- The "Add Link" page will load.
- Enter the information for the link.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- **Title** – This contains the title of the link that will appear on the links page.
- **URL** – This contains the address of the website you want to add to your links page.
- **Display Order** – This contains the order in which the links will be displayed. A lower number will appear higher on the page.

### Delete a link

To delete a link from your website, follow the following instructions.

- Click "Links" from the main left menu
- Select the link you want to delete.
- The "Edit Link" page will load.
- Click the 'Delete Link' icon.
- The delete confirmation page will load, click 'Delete' to remove the link from your website.

## FAQ's

The frequently asked questions section is the part of the site where you can post questions asked by your customers and your answers. You can access the FAQ section by selecting 'Site' at the top of the page then 'FAQs' from the left menu.

### Add a question

To add a new question to your website, follow the following instructions.

- Click "FAQ's" from the main left menu
- Click the "Add FAQ" icon.
- The "Add FAQ" page will load.
- Enter the information for the question.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- **Title** – This contains the title of the question that will be displayed on the FAQ's page.
- **Date Added** – This will contain the date on which you added the question. This field is automatically filled with today's date.
- **Active** – This allows you to set the question as visible or not on the website.
- **Main Text** - This contains the main question details. Microsoft Windows and Internet Explorer users will be able to use the advanced page editor, other platforms and browsers will have a simple text box to edit the details.

### Edit a question

To add a new question to your website, follow the following instructions.

- Click "FAQ's" from the main left menu
- Click the "Add FAQ" icon.
- The "Add FAQ" page will load.
- Enter the information for the question.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- **Title** – This contains the title of the question that will be displayed on the FAQ's page.
- **Date Added** – This will contain the date on which you added the question. This field is automatically filled with today's date.
- **Active** – This allows you to set the question as visible or not on the website.
- **Main Text** - This contains the main question details. Microsoft Windows and Internet Explorer users will be able to use the advanced page editor, other platforms and browsers will have a simple text box to edit the details.

### Delete a question

To delete a question from your website, follow the following instructions.

- Click "FAQ's" from the main left menu
- Select the question you want to delete.
- The "Edit FAQ" page will load.
- Click the 'Delete FAQ' icon.
- The delete confirmation page will load, click 'Delete' to remove the question from your website.

## Members

The members section of Atlas allows you to manage the membership details of all members on your website. To access the members section select the 'Site' link from the top of the page then select 'Members' in the left menu.

### Add a member

To add a new member to your website, follow the following instructions.

- Click "Members" from the main left menu
- Click the "Add Member" icon.
- The "Add Member" page will load.
- Enter the information for the member.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- **Title** – This contains the member's title.
- **First Name** – This contains the member's first name.
- **Last Name** – This contains the member's last name.
- **Address 1-5** – This contains the address fields for the member.
- **Post Town** – This contains the member's town or city.
- **County** – This contains the member's county.
- **Postcode** – This contains the member's postcode.
- **Country** – This contains the member's country of origin.
- **Tel Work** – This contains the work telephone number for the member.
- **Tel Home** – This contains the home telephone number for the member.
- **Tel Mobile** – This contains the mobile telephone number for the member.
- **Email** – This contains the members email address.
- **Email Confirmed** – Select Yes or No for whether or not the email address has been confirmed.
- **Web URL** – This contains the website address which the member supplied for their own website.
- **Access Password** – This contains the password which the member will use to access the website.
- **Date Joined** – This contains the date on which the member joined.
- **Active Member** – This gives you the ability to allow or deny access to the website for this member.
- **Access Level** – This contains the level at which the person will be able to access the website.
- **Member Type** – This contains the type of member that the new person will be.
- **Membership Expiry** – This contains the expiry date for the membership.
- **Membership Fee** – This contains the amount of money the member paid.
- **Fees Paid** – Select yes or not for whether or not the member has paid their membership fees.
- **Invoice Date** – This contains the date on which the member was invoiced.
- **Invoiced** – Select yes or no for whether or not the member has been invoiced.

## Edit a member

To edit a member on your website, follow the following instructions.

- Click "Members" from the main left menu
- Select the member you want to edit.
- The "Edit Member" page will load.
- Enter or update the information for the member.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- **Title** – This contains the member's title.
- **First Name** – This contains the member's first name.
- **Last Name** – This contains the member's last name.
- **Address 1-5** – This contains the address fields for the member.
- **Post Town** – This contains the member's town or city.
- **County** – This contains the member's county.
- **Postcode** – This contains the member's postcode.
- **Country** – This contains the member's country of origin.
- **Tel Work** – This contains the work telephone number for the member.
- **Tel Home** – This contains the home telephone number for the member.
- **Tel Mobile** – This contains the mobile telephone number for the member.
- **Email** – This contains the members email address.
- **Email Confirmed** – Select yes or no for whether or not the email address has been confirmed.
- **Web URL** – This contains the website address which the member supplied for their own website.
- **Access Password** – This contains the password which the member will use to access the website.
- **Date Joined** – This contains the date on which the member joined.
- **Active Member** – This gives you the ability to allow or deny access to the website for this member.
- **Access Level** – This contains the level at which the person will be able to access the website.
- **Member Type** – This contains the type of member that the new person will be.
- **Membership Expiry** – This contains the expiry date for the membership.
- **Membership Fee** – This contains the amount of money the member paid.
- **Fees Paid** – Select yes or not for whether or not the member has paid their membership fees.
- **Invoice Date** – This contains the date on which the member was invoiced.
- **Invoiced** – Select yes or no for whether or not the member has been invoiced.

## Delete a member

To delete a member from your website, follow the following instructions.

- Click "Members" from the main left menu
- Select the member you want to delete.
- The "Edit Member" page will load.
- Click the 'Delete Member' icon.
- The delete confirmation page will load, click 'Delete' to remove the question from your website.

## Shop

The Atlas CMS shop manager gives you access to all the features of your online shop. You can manage your stock, view and edit orders, control vouchers and delivery charges and view reports on customer spending and sales. To access the shop manager select the 'Shop' link at the top of the page.

## Customers

The customers section allows you to manage all of the customers who purchase items from your website. You can add and edit customers, send promotional emails to every customer who has agreed to be included in the mailing list and export the customer list to Microsoft Excel.

### Add a customer

To add a customer, follow the following instructions.

- Click "Customers" from the main left menu
- Click the "Add Customer" icon.
- The "Add Customer" page will load.
- Enter the information for the customer.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- **Title** – This contains the customer's title.
- **First Name** – This contains the customer's first name.
- **Last Name** – This contains the customer's last name.
- **Email** – This contains the customer's email address
- **Password** – This contains the customer's password.
- **Telephone** – This contains the customer's telephone number.
- **Fax** – This contains the customer's fax number.

### Billing Address

- **Organisation** – This contains the customer's billing organisation.
- **Address** – This contains the customer's billing address.
- **Town** – This contains the customer's billing town.
- **County** – This contains the customer's billing county.
- **Postcode** – This contains the customer's billing postcode.
- **Country** – This contains the customer's billing country.

### Delivery Address

- **Organisation** – This contains the customer's delivery organisation.
- **Address** - This contains the customer's delivery address.
- **Town** - This contains the customer's delivery town.
- **County** – This contains the customer's delivery county.
- **Postcode** – This contains the customer's delivery postcode.
- **Country** – This contains the customer's delivery country.
- **On Mailing List** – This shows if the customer has registered for the mailing list.

## Edit a customer

To edit a customer, follow the following instructions.

- Click "Customers" from the main left menu
- Select the customer you want to edit.
- The "Edit Customer" page will load.
- Enter or update the information for the customer.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- **Title** – This contains the customer's title.
- **First Name** – This contains the customer's first name.
- **Last Name** – This contains the customer's last name.
- **Email** – This contains the customer's email address
- **Password** – This contains the customer's password.
- **Telephone** – This contains the customer's telephone number.
- **Fax** – This contains the customer's fax number.

## Billing Address

- **Organisation** – This contains the customer's billing organisation.
- **Address** – This contains the customer's billing address.
- **Town** – This contains the customer's billing town.
- **County** – This contains the customer's billing county.
- **Postcode** – This contains the customer's billing postcode.
- **Country** – This contains the customer's billing country.

## Delivery Address

- **Organisation** – This contains the customer's delivery organisation.
- **Address** - This contains the customer's delivery address.
- **Town** - This contains the customer's delivery town.
- **County** – This contains the customer's delivery county.
- **Postcode** – This contains the customer's delivery postcode.
- **Country** – This contains the customer's delivery country.
- **On Mailing List** – This shows if the customer has registered for the mailing list.

## Send a mailing list message

To send a mailing list message, follow the following instructions.

- Click "Customers" from the main left menu
- Click the "Send Message" icon.
- The "Send Mailing List Message" page will load.
- Enter the information for the message.
- Click "Send Messages" to email the message to all of the subscribed customers.

Form Fields on this page

- **Message Subject** – This contains the text which will show in the emails subject field.
- **Return Address** – This contains the address to which customers can reply.
- **Main Page Content** – This contains the main email content. Microsoft Windows and Internet Explorer users will be able to use the advanced page editor, other platforms and browsers will have a simple text box to edit the details.

## Export Customers

Clicking on the export customers icon will pop up a save file window where you can save the customer list to your computer in Microsoft Excel format.

## Orders

The orders section gives you access to all of the orders that have been placed within your online shop. To access the orders section select 'Shop' from the top menu then 'Orders' from the left. You can sort the orders by their relevant category using the drop down sort menu on the top right of the main orders list. The 'Export' icon will allow you to save your orders as a Microsoft Excel formatted file.

### Edit Orders

To edit an order, follow the following instructions.

- Click "Orders" from the main left menu
- Select the order you want to edit.
- The "Order Details" page will load.
- Enter or update the information for the customer.
- Click "Save" to save your changes to your website.

Form Fields and links on this page

- **Update Order Status** - Select the relevant box for the current status of the order. If you select the 'complete' box an email will be sent to the customer telling them that their order has been shipped. If you do not want an email to be sent select 'No' for the 'Is this order complete...' box.
- **Payment Details** – this will open a window with your encrypted payment data for this customer. See 'Viewing payment data' for details on how to decode this information.
- **Order Summary** – Select 'Print Invoice' to open a window with a printable version of the order details.
- **Voucher No** – This contains any vouchers that the customer used while making their purchase.
- **Promo Code** - This contains any promotional codes that the customer used while making their purchase.

### Viewing payment data

Website's which use the shared secure payment server will have the option within their Atlas CMS order details pages to view and decode the encrypted payment data from their customer's orders.

To view and decode the secure payment data, follow the following instructions:

- Select the order you wish to decode from the Order Details Page.
- Click the "Open Payment Data" link.
- The "Payment Data" window will open with your secure payment data displayed in the centre box.
- Highlight the encrypted data with your mouse and copy the data to your clipboard.
- Open your Atlas Credit Card Converter.
- Click the "Paste" button to past your encrypted data into the "Encoded Payment Details" box.
- Enter your decryption password into the "Password" box.
- Click the "Decrypt" button to decrypt your data which will appear in the "Payment Details" box.

## Vouchers

The vouchers section of Atlas CMS gives you the ability to add promotional vouchers to your website. These can be given to customers who can redeem them for discounts off items in your online shop.

### Add a voucher

To add a voucher, follow the following instructions.

- Click "Vouchers" from the main left menu
- Click the "Add Voucher" icon.
- The "Add Voucher" page will load.
- Enter the information for the voucher.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- **Type** – This allows you to choose between a monetary, percentage or free delivery discount.
- **Value** – This contains the monetary value.
- **Percentage** – This contains the percentage discount value.
- **Voucher Code** – This contains the code which the customer will use to redeem the voucher.

### Edit a voucher

To edit a voucher, follow the following instructions.

- Click "Vouchers" from the main left menu
- Select the voucher you want to edit.
- The "Edit Voucher" page will load.
- Enter or update the information for the voucher.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- **Type** – This allows you to choose between a monetary, percentage or free delivery discount.
- **Value** – This contains the monetary value.
- **Percentage** – This contains the percentage discount value.
- **Voucher Code** – This contains the code which the customer will use to redeem the voucher.
- **Date Used** – This contains the date on which the voucher was redeemed.
- **Used Status** – This displays whether or not the voucher has been redeemed.

### Delete a voucher

To delete a voucher from your website, follow the following instructions.

- Click " Vouchers" from the main left menu
- Select the voucher you want to delete.
- The "Edit Voucher" page will load.
- Click the 'Delete Voucher' icon.
- The delete confirmation page will load, click 'Delete' to remove the voucher from your website.

## Reports

The reports section of the Atlas CMS displays various data which can be useful for maintaining a profitable online shop. The page shows the best and worst selling items, customer spending habits and items on special offer.

## Online Shop

The online shop is a special version of your website's online shop designed for administrators to manually place orders within the website. It functions in a similar way to the main shop apart from giving you the option of selecting an existing customer who the order will be placed for.

This section is useful for processing orders from customers who have made an offline purchase, i.e. not through the website's main shop.

## Delivery Charges

The Delivery Charges section of Atlas CMS gives you the ability to manage the delivery costs for sales on your website. To access this section select 'Shop' from the top menu then 'Delivery Charges' from the left.

### Add a charge

To add a charge, follow the following instructions.

- Click "Delivery Charges" from the main left menu
- Click the "Add Charge" icon.
- The "Add Delivery Charge" page will load.
- Enter the information for the charge.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- Low Price – This is the lower limit for this delivery charge, this must contain a number.
- High Price – This is the upper limit for this delivery charge, this must contain a number.
- Delivery Price – This is the amount that will be charged for the delivery, this must contain a number.

### Edit a charge

To edit a charge, follow the following instructions.

- Click "Delivery Charges" from the main left menu
- Select the delivery charge.
- The "Edit Delivery Charge" page will load.
- Enter the information for the charge.
- Click "Save Changes" to save your changes to your website.

Form Fields on this page

- Low Price – This is the lower limit for this delivery charge, this must contain a number.
- High Price – This is the upper limit for this delivery charge, this must contain a number.
- Delivery Price – This is the amount that will be charged for the delivery, this must contain a number.

### Delete a charge

To delete a charge from your website, follow the following instructions.

- Click "Delivery Charges" from the main left menu
- Select the charge you want to delete.
- The "Edit Delivery Charge" page will load.
- Click the 'Delete Charge' icon.
- The delete confirmation page will load, click 'Delete' to remove the charge from your website.

## Stock Categories

Stock categories are the sections under which all of the stock in your shop is organised. The category list is organised as a tree to give an easy view of how the related categories are organised. To access the Stock Categories section select 'Shop' from the top menu then 'Stock Categories' from the left.

### Add a category

To add a category, follow the following instructions.

- Click " Stock Categories " from the main left menu
- Click the "Add New" icon.
- The "Add Category" page will load.
- Enter the information for the category.
- Click "Save" to save your changes to your website.

Form Fields on this page

- **Title** – This contains the title which will be displayed in the online shop.
- **Display Order** – This contains the order in which the category will be displayed.
- **Parent Cat** – This contains the parent category under which this category will be displayed. Click the 'Open Selection Browser' link to choose the correct category.
- **Active** – This selects whether or not the category is visible in the online shop.
- **Main Text** – This contains the text which will be displayed at the top of this category page. Microsoft Windows and Internet Explorer users will be able to use the advanced page editor, other platforms and browsers will have a simple text box to edit the details.

### Edit a category

To edit a category, follow the following instructions.

- Click "Stock Categories" from the main left menu
- Select the category you want to edit.
- The "Edit Category" page will load.
- Enter the information for the category.
- Click "Save" to save your changes to your website.

Form Fields on this page

- **Title** – This contains the title which will be displayed in the online shop.
- **Display Order** – This contains the order in which the category will be displayed.
- **Parent Cat** – This contains the parent category under which this category will be displayed. Click the 'Open Selection Browser' link to choose the correct category.
- **Active** – This selects whether or not the category is visible in the online shop.
- **Main Text** – This contains the text which will be displayed at the top of this category page. Microsoft Windows and Internet Explorer users will be able to use the advanced page editor, other platforms and browsers will have a simple text box to edit the details.

### Delete a category

To delete a category from your website, follow the following instructions.

- Click " Stock Categories " from the main left menu
- Select the category you want to delete.
- The "Edit Stock Category" page will load.
- Click the 'Delete Category' icon.
- The delete confirmation page will load, click 'Delete' to remove the category from your website.

## Stock

The stock section of Atlas CMS allows you to manage all of the stock that is available in the online shop. To access the stock section select 'Shop' from the top menu then 'Stock' from the left.

### Add a new stock item

To add a stock item, follow the following instructions.

- Click "Stock" from the main left menu
- Click the "Add Stock" icon.
- The "Add Stock" page will load.
- Enter the information for the item.
- Click "Save" to save your changes to your website.

Form Fields on this page

- **Item Reference** – This contains the reference number of the item.
- **Name** – This contains the name of the item.
- **Short Description** – This contains a short description of no more than 150 characters.
- **Main Picture** – This allows you to select a picture for the item.
- **Active Product** – This allows you to display or hide the item from the website.
- **Special Offer** – This allows you to select the item as a special offer.
- **Display Order** – This contains the order in which the item will be displayed. A lower number appears higher up the page.
- **Price** – This contains the price for the item.
- **Main Text** – This contains the main description for the item. Microsoft Windows and Internet Explorer users will be able to use the advanced page editor, other platforms and browsers will have a simple text box to edit the details.

Once you have added a stock item to your website you will be taken to the 'Edit Stock' page where you can choose a category, any related items and add additional images to your item. You will also need to add a purchase option such as size or colour. To add a purchase options click the 'Click to add new item purchase option' link and fill in the relevant details. Warning: If you do not add a purchase option the item will not be visible in the online shop.

### Edit a stock item

To edit a stock item, follow the following instructions.

- Click "Stock" from the main left menu
- Select the item you want to edit.
- The "Edit Stock" page will load.
- Enter the information for the item.
- Click "Save" to save your changes to your website.

Form Fields on this page

- **Item Reference** – This contains the reference number of the item.
- **Name** – This contains the name of the item.
- **Short Description** – This contains a short description of no more than 150 characters.
- **Main Picture** – This allows you to select a picture for the item.
- **Active Product** – This allows you to display or hide the item from the website.
- **Special Offer** – This allows you to select the item as a special offer.
- **Display Order** – This contains the order in which the item will be displayed. A lower number appears higher up the page.
- **Price** – This contains the price for the item.
- **Main Text** – This contains the main description for the item. Microsoft Windows and Internet Explorer users will be able to use the advanced page editor, other platforms and browsers will have a simple text box to edit the details.

The Edit Stock page also allows you to add stock item options, related items, stock categories and extra images to your item. You must have at least ONE "Item Purchase Option" and "Shop Category" for each item in order for your item to appear in your online shop.

## Delete an item

To delete a stock item from your website, follow the following instructions.

- Click "Stock " from the main left menu
- Select the item you want to delete.
- The "Edit Stock" page will load.
- Click the 'Delete' icon.
- The delete confirmation page will load, click 'Delete' to remove the item from your website.

## Files & Photos

The file manager gives you all the tools you need to manage the photos and documents on your website. Designed to work in a similar way to your computer's file system, the file manager allows you to copy files from your computer to the website and organise them into folders.

To access the file manager select the 'Files & Photos' link at the top of the page.

### Add a file

To add a file go to the main 'File Manager' section and select the folder you want to upload to. Click the 'Browse' button at the bottom of the page. A window will open allowing you to select the file you want to upload from your computer. Select the file then click 'Open' to upload the file to Atlas. Please note that only certain file types can be uploaded to the Atlas system and there is a 4Mb limit per file.

### Add a new Directory

Browse to the directory you wish to use in the Files & Photos area and click the "Add Directory" button at the top-right of the page.

Enter the new directory name in the box provided and click the "Save" button to confirm your changes. Your new directory will now appear in the Files and Photos manager.

### Delete a file

To delete a file go into the "File & Photos" section, select the folder in which your file resides then click on the file or image you wish to view or delete.

ON the top of the File Information page click the "Delete File" icon and you will be taken to a confirmation page asking you to confirm that you want to delete this file. Select 'Yes' then click the 'Delete' icon to delete the file from your website.

## Control Panel

The control panel section of Atlas CMS gives you all the options you need to manage Atlas. You can control user access to the system, change your password, edit the site settings and much more.

To access this section select 'Control Panel' from the top menu bar.

### Help

Selecting this will open a new window containing the online help manual website.

### Change my password

To change your password click the 'Change Password' icon then enter your current password and new password in the boxes provided. Click the 'Save' icon to update your password.

## Manage Users

### Add a user

To add a new user click the 'Add new user' icon on the control panel page then enter the username, password and security level in the boxes provided. Click the 'Save' icon to add the user to Atlas.

### Edit a user

To edit a user go to the control panel and click on the edit icon next to the user you want to edit. The 'Edit User' page will appear, update the details for that user then click the 'Save' icon to save your changes.

### Delete a user

To delete a user go to the control panel and click on the delete icon next to the user you want to remove. A confirmation page will appear, click the 'Delete User' icon to remove the user from Atlas. Please note: You must have at least ONE admin user with level "A" access for your Atlas system.

## Website Statistics

Selecting website statistics will bring up the Apexweb Stats system where you can view information about the people visiting your website.

## Recycle Bin

The Recycle Bin in the Atlas CMS system gives users a second chance to recover pages, site sections, stock items, stock categories, photographs and files from the website when items have been marked for deletion.

For more information view the Recycle Bin section of this help manual.

## Site Settings

The 'Site Settings' section allows you to edit your company's details which are used throughout your website. The general settings include your company name, address and email addresses for orders, sales, etc. The online shop settings allow you to turn your shop on or off. If the shop is turned off a message will be shown on the main shop page.

## Site Search

The Search facility in the Atlas CMS system gives users the ability to search all of the main Atlas sections using a simple and easy to use single search area.

For more information view the Site Search section of this help manual.

## File Manager

The file manager gives you all the tools you need to manage the photos and documents on your website.

For more information view the Files and Photos section of this help manual.

## Delete Rollback Pages

To delete all the Content Manager Page rollback points from your website follow the following instructions

Click on the "Options" menu option on the main Atlas CMS menu.

Click the "Delete Rollback Pages" link on the left menu.

The "Delete all Rollback Pages" page will load.

Click the "Delete Pages" to remove all the rollback points from your website.

## Recycle Bin

The Recycle Bin in the Atlas CMS system gives users a second chance to recover pages, site sections, stock items & stock categories from the website when items have been marked for deletion.

If you decide to delete any of the website's contents or items, the system marks the item ready for deletion and removes it from the main website and transfers it to the Recycle Bin.

This facility gives users the ability to restore any item to the website which may have been deleted in error.

When the Recycle Bin is emptied the deletion process is final and any website content or files will not be recoverable.

You can restore individual items from your Recycle by clicking on any of the items in your Recycle Bin and selecting the Restore Item link on the items detail page.

You can empty your Recycle Bin by clicking the "Empty Recycle Bin" link or icon on the "Recycle Bin" page and click the "Yes" button on the confirmation page.

## Search

The Search facility in the Atlas CMS system gives users the ability to search all of the main Atlas sections using a simple and easy to use single search area.

The Search page is accessed via the Search link at the top right side of every page. A small window will appear where you can enter the text you want to search for then press 'Go' to see the results.

To view the details for any of your search results, click the small + icon next to the section you wish to view and click on the name or title of the item you wish to view.

## Known Issues

### Font issues with Editor

When changing font styles or sizes using the Page Editor there is a known bug with the Microsoft Internet Explorer editing engine which causes any additional style changes to be added in sequence to the selected text. This has the unfortunate side effect of not displaying the text as intended.

Currently the only workaround for this issue is to follow the following instructions and remove any extra tags as required via the HTML edit mode of the page editor.

- On the Edit page for your selected page, click the HTML button at the base of the page editor.
- The HTML view editor will display.
- Locate the text which the formatting problems and remove any <FONT> or <SPAN> tags from each end of the text.
- Once you have removed the extra tags, click the “Normal” button on the base of the editor to return to normal edit mode.
- Save your changes to update your website.

### Font issues when pasting content from Microsoft Word

When you paste information from Microsoft Word you sometimes copy extra hidden information which will affect the layout and overall look of your website. To clean the extra code from the page or information follow the following instructions.

- When using the Advanced Page editor use the “Paste from Word” icon
- Click the “Clean up HTML” button (small paintbrush icon)
- Click the “Remove all word specific markup” button on the popup window
- Click the “Clean up cascading style sheets” button
- Click the “Clean up <Font> tags” button
- Click the “Clean up <Span> tags” button
- Close the “Clean up HTML” window