




# Open eLectos Users Manual

## What is Open Electos?

Open eLectos is a Content Management System (CMS). This is a system to manage the digital content of a website. The contents of a website is much easier to keep up-to-date by using a CMS as it provides a quick and easy means for doing so at all times and all locations. Provided that you have a browser handy and direct internet access.

The basics are simple. After logging into a password protected area of the website, the user can edit the contents of the pages. Every visitor of the website can see these changes because they are saved in an online database.

## How does eLectos work?

Use the  - button to go to the login page. Down there you can login to the website, in our demos you can use the login/password admin/admin to log in as administrator or guest/guest to login as a guest. After you supplied the right credentials you will get the homepage with a set of new buttons.

All text and images suddenly are displayed with boxes around them. Each box is to be regarded as an element of your site which can be edited.

The following three buttons can be used to change an element:



This button is used to change the contents of an element.

The field 'Style' is used to select the layout of the entire element for text or image. The text which is shown for a text-, HTML- or Hyperlink element can be found in the field 'content'. 'Link to' is used to create a hyperlink for the entire element. For images, the field 'image' should be used to select the right image.

Note: Textformatting is best employed by using Wiki codes. This is described in more detail in the online help of the application or the Wiki manual.

The 'publish' comboform should be set to "Yes", if you want the element to be visible for all visitors of the website. All changes have to be confirmed by selecting the save-button.



Delete the element from the page.



Move the element upwards.



Move the element down.

You can also add new elements to an existing page. You will get the following buttons to do this:

Add textelement



Add image



Add HTML-element



Add hyperlink



The form 'field ID' will get a default value from Electos and should normally not be changed. The only times when you want to change this value is when you need to work around a bug and in that case you just want to increase the autosuffic number  
The field 'description' can be used to add an optional description for the element.

The 'Preview'-button in the lefthand menu can be used to view the website without all the extra input controls so that you can get a preview of the site (and changes) in the same way as the visitors of your site will see them.

You can go back into the edit-mode anytime by clicking on the button again.

In additon to the possibility to change the content of the website you can also make changes to the menu and page structure.

Home



Click this button to go to the homepage of your website.

Sitemap



This button displays all of the pages currently in the website's database.

Menu-Editor



Change the menu descriptions and/or the order of the pages in the menu..

Styles



Change the style of an individual element.

Feedback



To-Do.

Guestbook



To-Do.

Sessions



Displays information about users which are currently visiting your website.

Usermenu



Maintain passwords and accessrights of all users that have registered themselves. Only an administrator is allowed to see and edit the profile from a different user.

Change Skin



Change the style in which the website is displayed. This is a personal setting and will only apply to your current setting unless the value is saved in your user's profile.

Help



Open Electos Help

Log Off



With this button you can force to log out from the content management system.

- Enjoy using Open Electos -