

Content Management System

1. Adding a link to a new file

1. Open the Content Page (click on Content menu)

The screenshot shows the top navigation bar with tabs for Home, Quotes, Links, and Tools. Below this is a secondary navigation bar with tabs for Configurations, Content, Dealers, Sections, Products, Models, Product Groups, and Product Families. The 'Content' tab is highlighted. Below the navigation is a 'Content' section with a table of content items. The table has columns for Content Key, Heading, Content Type, and Preview. The items listed are: CreateYourMachine, HaySelection, Links, News, NewsInDetail, SeedingSelection, Test, Tools, and Welcome. The 'Tools' item is highlighted with a red arrow.

Content Key	Heading	Content Type	Preview
<input type="checkbox"/> CreateYourMachine	This is used when the user decides to Start Over or create a new quote	Web	
<input type="checkbox"/> HaySelection	This is used to select the machine type in Hay	Web	
<input type="checkbox"/> Links		Web	
<input type="checkbox"/> News		Web	
<input type="checkbox"/> NewsInDetail	Full news items	Web	
<input type="checkbox"/> SeedingSelection	Select the machine type in Seeding and Tillage	Web	
<input type="checkbox"/> Test	Test	Web	
<input type="checkbox"/> Tools		Web	
<input type="checkbox"/> Welcome		Web	

2. Click on Edit icon

The screenshot shows the same Content Management System interface as above, but with a red arrow pointing to the edit icon (a pencil) next to the 'Tools' content item. The 'Tools' item is highlighted with a red background.

Content Key	Heading	Content Type	Preview
<input type="checkbox"/> CreateYourMachine	This is used when the user decides to Start Over or create a new quote	Web	
<input type="checkbox"/> HaySelection	This is used to select the machine type in Hay	Web	
<input type="checkbox"/> Links		Web	
<input type="checkbox"/> News		Web	
<input type="checkbox"/> NewsInDetail	Full news items	Web	
<input type="checkbox"/> SeedingSelection	Select the machine type in Seeding and Tillage	Web	
<input type="checkbox"/> Test	Test	Web	
<input type="checkbox"/> Tools		Web	
<input type="checkbox"/> Welcome		Web	

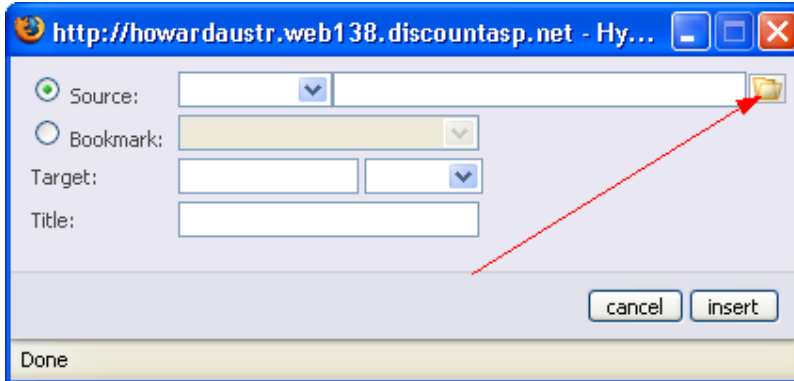
3. Type in the text that you want to appear on the page:

The screenshot shows the 'Edit Content' form with the following fields: 'Content Key Tools', 'Heading' (empty), 'Content Type' (set to 'Web'), and 'Stored Procedure' (empty). There are 'Save', 'Cancel', and 'Preview' buttons. Below the form is a rich text editor with a toolbar and the text 'spreadsheet' entered. The status bar at the bottom shows '<BODY> <DIV>'. The 'Content' tab is selected in the top navigation bar.

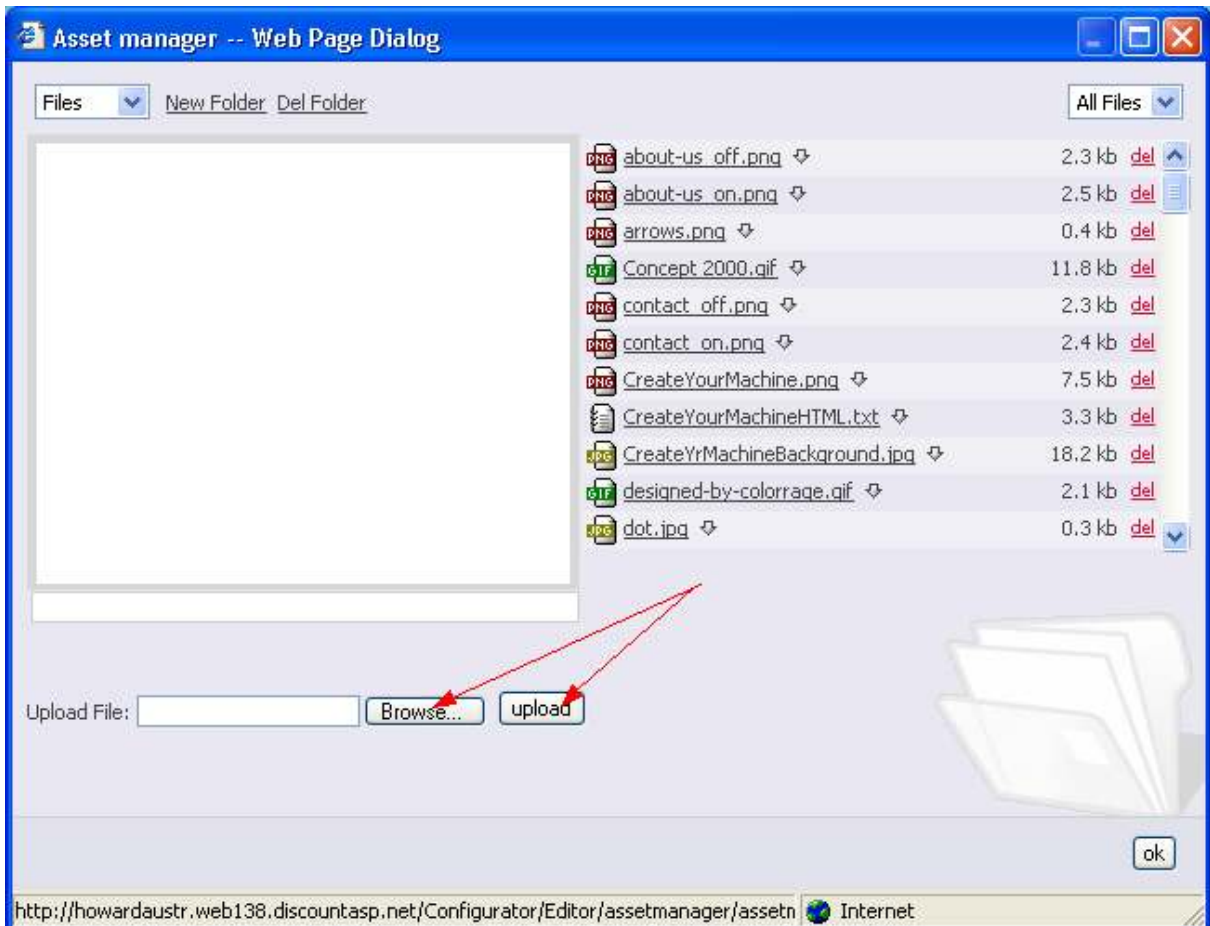
4. Select the text that is going to be the link and then press the link button:

This screenshot is similar to the previous one, but the text 'spreadsheet' in the rich text editor is highlighted in blue. A red arrow points from the 'Hyperlink' button in the toolbar to the highlighted text. The 'Edit Content' form above is identical to the previous screenshot.

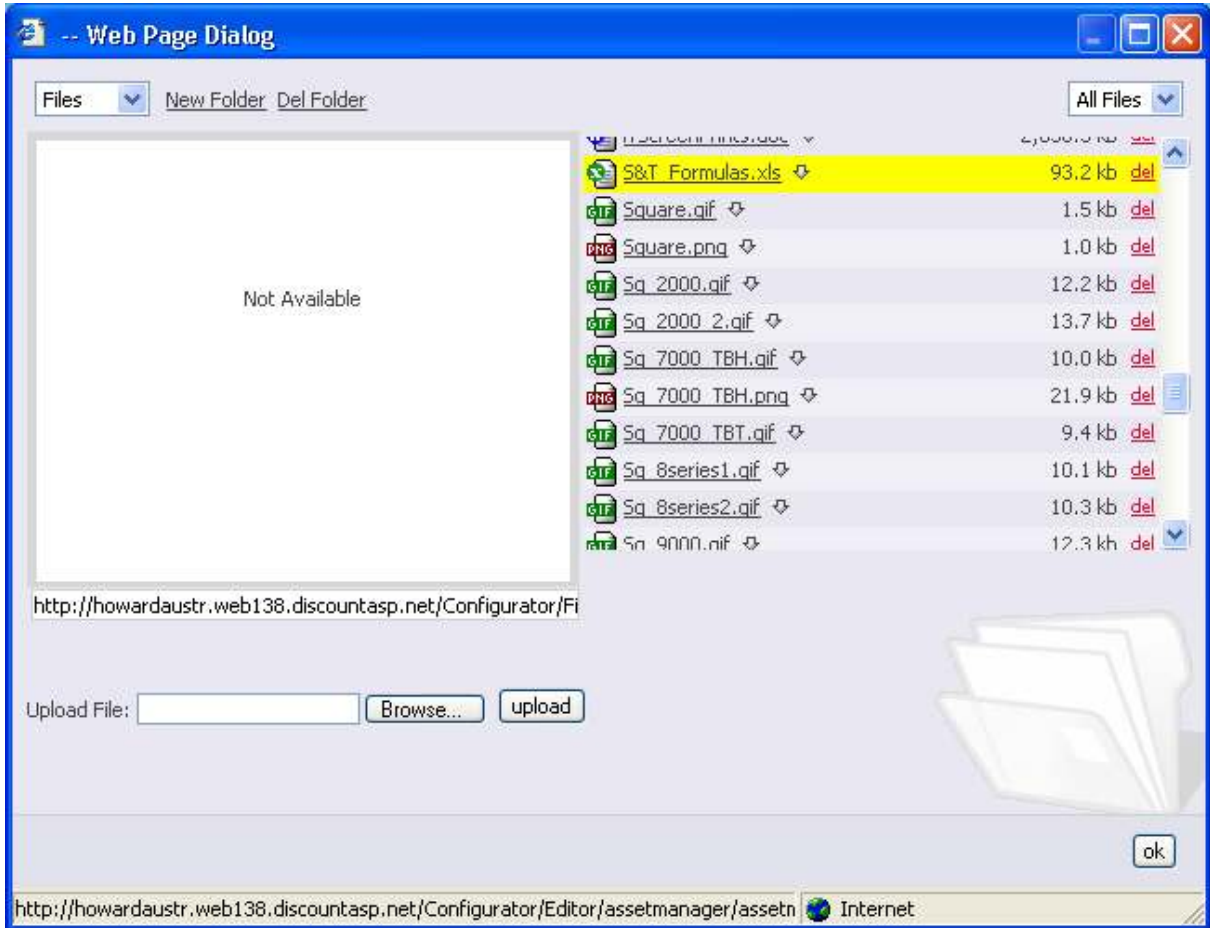
5. Click on this icon to upload a select to upload a file:



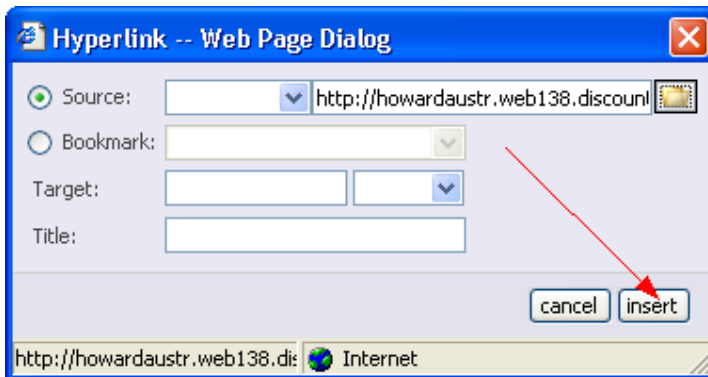
6. Click on the Browse button, browse to the file you want and then press upload:



7. Make sure that the row is highlighted and press OK

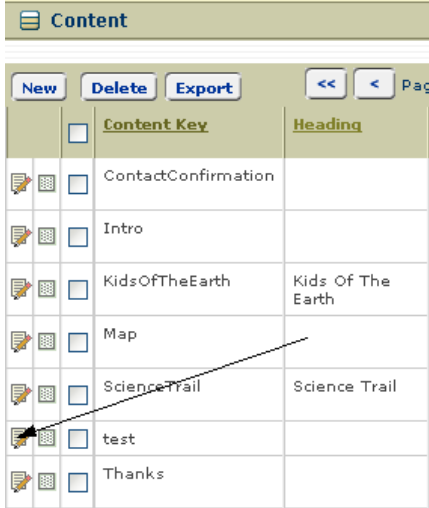
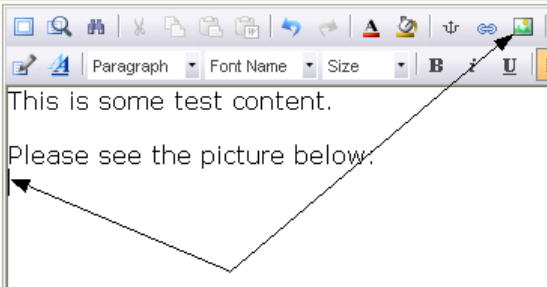
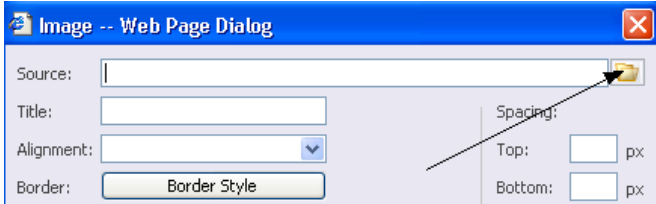


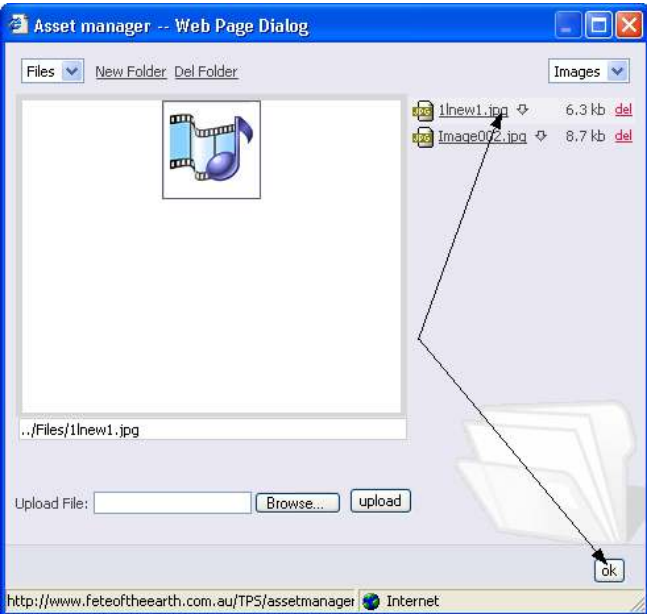
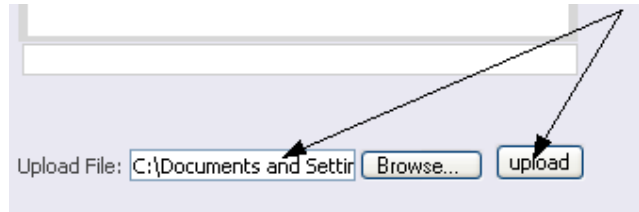
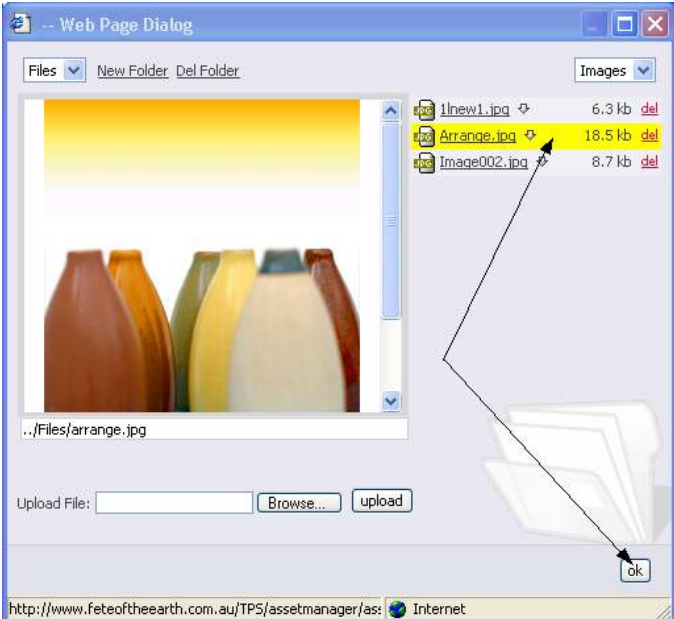
8. Press the insert button (and then press ok)




Mission complete!

2. Add an image to Content

Step	Screen
<p>1. Locate the content that you want to edit and click on the edit icon</p>	 <p>The screenshot shows a table titled 'Content' with columns 'Content Key' and 'Heading'. The rows are: ContactConfirmation, Intro, KidsOfTheEarth (Heading: Kids Of The Earth), Map, ScienceTrail (Heading: Science Trail), test, and Thanks. An arrow points to the edit icon (a pencil) in the first column of the 'test' row.</p>
<p>2. Put the cursor where you want the image to go and then click the image icon</p>	 <p>The screenshot shows a text editor with the text 'This is some test content.' followed by 'Please see the picture below:'. The cursor is at the end of the second line. An arrow points from the image icon in the toolbar to the cursor position.</p>
<p>3. Click on the folder button</p>	 <p>The screenshot shows the 'Image -- Web Page Dialog' window. It has fields for 'Source', 'Title', 'Alignment', and 'Border'. There are also 'Spacing' fields for 'Top' and 'Bottom' in pixels. An arrow points to the folder icon in the top right corner of the dialog.</p>

Step	Screen
4. Select the image you want to insert and press ok	 <p>The screenshot shows a web browser window titled "Asset manager -- Web Page Dialog". The address bar shows "http://www.feteoftheearth.com.au/TPS/assetmanager". The page content includes a "Files" section with a "New Folder" and "Del Folder" option. A file list on the right shows "1new1.jpg" (6.3 kb) and "Image002.jpg" (8.7 kb). The "Image002.jpg" file is selected. Below the file list, there is a "Browse..." button and an "upload" button. An "ok" button is visible at the bottom right of the dialog.</p>
5. Or if you need to upload the image first then browse for the image and press upload	 <p>The screenshot shows a close-up of the "Upload File:" field. The text "C:\Documents and Settir" is entered in the field. To the right of the field are "Browse..." and "upload" buttons. Arrows point from the "Browse..." and "upload" buttons to the "Upload File:" field.</p>
6. Your uploaded picture will then be highlighted and ready to insert	 <p>The screenshot shows the "Asset manager -- Web Page Dialog" again. The address bar shows "http://www.feteoftheearth.com.au/TPS/assetmanager/as:". The "Files" section now displays a large image of several colorful ceramic bottles. The file list on the right shows "1new1.jpg" (6.3 kb), "Arrange.jpg" (18.5 kb), and "Image002.jpg" (8.7 kb). The "Arrange.jpg" file is highlighted in yellow. Below the file list, there is a "Browse..." button and an "upload" button. An "ok" button is visible at the bottom right of the dialog.</p>

Step	Screen
<p>7. The image is added to your content</p> <p>Mission complete!</p>	 <p>The screenshot shows a rich text editor interface. At the top is a toolbar with icons for undo, redo, bold, italic, link, unlink, list, and image. Below the toolbar are three dropdown menus: 'Paragraph', 'Font Name', and 'Size'. The main text area contains the text 'This is some test content.' followed by 'Please see picture below:'. Below the text is a rectangular image showing a row of seven ceramic vases in various colors (brown, orange, green, yellow, white, and dark brown) on a blue surface.</p>