



## User Guides

# Neetrix SiteFront

*The website building and content management system*

2011

v1.00

## INTRODUCTION

This documentation takes you through the process of building a website step by step using the Neetrix SiteFront system.

## CONTENTS

Introduction .....	2
The process of creating a website in Neetrix .....	5
Where to Begin .....	7
How to create a new website.....	7
Adding new pages to your website .....	9
Deleting a website .....	10
The Website Settings tab.....	11
The Page Type tab.....	12
What type of page should you select? .....	12
Webpage .....	12
Blog.....	13
Gallery .....	13
Store .....	14
The Theme tab .....	15
Adding Page Content – Overview.....	16
How to Add Page Content.....	17
Editing Page Content .....	18
Items – Overview .....	19
What is an Item?.....	19
Clipboard Items .....	20
General Items .....	21
How to add text to your web page.....	21
How to add an image to your web page.....	22

How to add a video to your web page.....	24
How to add a contact form to your web page.....	25
Customising the Form .....	26
How to add a site navigation to your web page .....	28
How to add a breadcrumb trail to your web page.....	29
Configuring the Advanced Settings.....	29
How to add widgets and HTML snippets to your web page.....	30
How to add a customer registration form to your web page .....	31
Editing a form .....	32
How to add the page title to your web page .....	34
How to add a Blog summary feed to your web page .....	34
Security Items.....	35
How to set up Customer Login Function.....	35
The Website Template.....	37
Blogs.....	38
What is a Blog .....	38
What is the difference between the blog page on your website and the blog tab? .....	38
Creating a Blog .....	38
Adding Blog Posts .....	40
Managing Blog Posts.....	42
Categories.....	42
Assigning a Blog to a Website.....	44
Galleries.....	45
What is a gallery?.....	45
Adding a gallery .....	46
Adding albums and media .....	47
Adding Media .....	48
Assigning a gallery to a website.....	49

Adding Files to Websites.....	50
Themes .....	52
What is a theme?.....	52
The Theme Files tab.....	52
Uploading and deleting a file.....	52
Editing Themes .....	53
Adding a new theme .....	55
The Theme Settings Tab.....	56
Glossary .....	57

## THE PROCESS OF CREATING A WEBSITE IN NEETRIX

### Step 1. Getting to the right place

- Login, click on the **SiteFront** tab and navigate to the **Website** section.



### Step 2. Create a new website

- Click on the **+Add Website** tab and set website formatting.
- Take some time to think about how you want to structure the site.



### Step 3. Create the pages for your website

- Click on **+ Add Sub Page** to add new pages, then give the pages a name and title.
- Select page type (Blog, Gallery, Store) and configure each page.



### Step 4. Import media files.

- Go to the **Files** tab and upload any images or videos you want to include on your website.
- If you are including a gallery upload media from the **Galleries** section.



### Step 5. Add content to pages

- Click on the **Edit Page Content** tab then **+Add item** to add detail to a page.
- Add menus, images, text, contact forms and/or security forms to your pages.



Optional Stages

### Step 5. Add a blog

- If you are including a blog on your website, create a new blog and link it to your website.
- Create blog posts to add to your blog.



### Step 6. Add a Gallery

- If you have included a gallery in your website click on the **Galleries** tab and then on the **+Add New Gallery** tab.
- Add albums and media to the gallery.

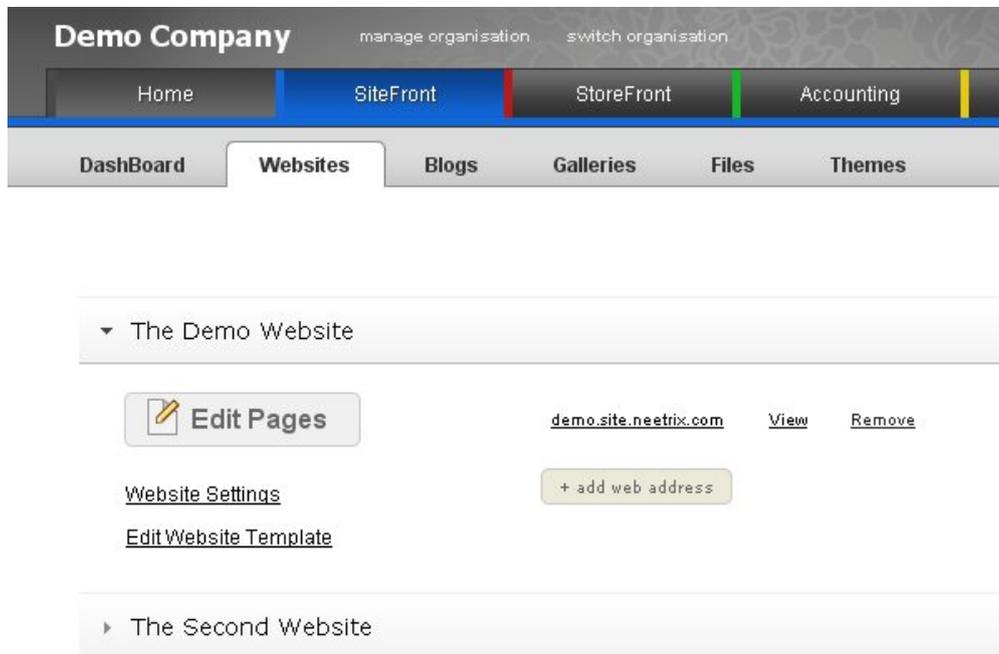


### Step 7. Add a Store

- If you want to run an online shop on your website you will need to add a Store page in the +Add Page or as your Homepage.
- From the page type tab select the store you want to use from the **Choose a Store** option.
- Go into the Store tab and add products and other information.

## WHERE TO BEGIN

Once you are in the SiteFront, you can access the website section by clicking on the **Websites** tab. This will display any existing websites and allow you to create a new website.



## HOW TO CREATE A NEW WEBSITE

1. Add a new website by clicking on the blue **+ Add Website** button on the right of the screen.



The following page will be displayed for you to set up the Homepage of your website.

Dashboard Websites Blogs Galleries Files Themes

**Add Website** [back](#)

**Friendly Name:**   
*(Is Required)*  
*Name your website for your own reference.*

---

**Homepage Layout:**  ▼  
*Homepage layout is use to define the layout of the homepage*

---

**Website Address:**  http://   
*Enter your domain name or create one using neetrix domain*  
 http://  .site.neetrix.com

---

**Theme:**

<input type="radio"/> Another Theme PREVIEW NOT AVAILABLE	<input type="radio"/> Demo Theme PREVIEW NOT AVAILABLE	<input checked="" type="radio"/> Autumn Fall 
		

2. Give the website a name in the Friendly Name field – this will be used to reference the site.
3. Select the number of columns for this page from the **Homepage Layout** drop-down list.
4. Enter the website address in the first **Website Address** field. If you do not yet have an address add a temporary address using the second radio button. This can be used until your site goes live when you will need to register a domain name.
5. In the Theme field select a theme for your site from those available by clicking on the radio button. You can change it later if required.
6. Click on the **Add** button.

This saves your Homepage and allows you to edit some of the page settings and enter further details for your website as well as edit the theme or page type using the tabs. For more information see the [Adding new pages to your website](#) page.

The next task is to add set up the other pages and add content.

## ADDING NEW PAGES TO YOUR WEBSITE

1. Add new pages to your site click by clicking on **+Add Sub Page** button on the right of the screen.



A page similar to the Homepage is displayed ready for you to amend the details set earlier and add further page information.

2. Give the page a name and title.
3. Select the number of columns for this page from the **Homepage Layout** drop-down list.
4. Set the dates you want the page to go live and to be hidden. Click **Never Expires** if the page is permanent. The default is set at **Started** and **Never Expires**.

**Note:** Pages where the date is set in the future or have expired will not be available on the site.

5. Add any relevant keywords to the **Page Keywords** field. These will help search engines find your website page.
6. Add a description to be used when your site is displayed in search engine information.
7. Click the **Add** button to save the page.

Once you have saved the page advanced users can add the following details.

1. Add a specific style sheet from the **Css File Name** drop-down box.

**Note:** you will have to import the css file via the [Sitefront/Files section](#).

2. Check the **Search Engine** box if you do not want this page to be visible to search engines.
3. If you want this page to be accessed through a login screen select **Private Secured** from the drop-down list.
4. Click the **Save** button. When you have added or edited details you must click the **Save** button to so these changes are not deleted.

---

## DELETING A WEBSITE

You can delete the website using the **Remove this website** button.

**Warning:** This will remove the entire website and not just this page.

## THE WEBSITE SETTINGS TAB

Once you have created your website you can change the settings, add new website addresses or redirect the page to a different webpage using the following tabs.

### Help Test Site [back](#)



Click on the **Website Settings** page to amend:

- Friendly Name
- Website Title
- Add a website slogan or strap line
- Specify a page default in case one of your webpage's cannot be found
- Add a CSS file

Click on the **Website Address** to add a new website address if your website has more than one domain name.

- To see what the website looks like click on the **view** button.
- To delete a website from the list click the remove **button**.

Click on the **Website Redirection** tab if you have changed your website name and want to send visitors to a different site.

## THE PAGE TYPE TAB

### WHAT TYPE OF PAGE SHOULD YOU SELECT?

You can select from 4 different page types when creating web pages. The type of page you select will depend on the type of website you are creating. The options are:



#### WEBPAGE

Used for any website pages that does not have a specific purpose and the default setting. An example of a webpage is shown below.

**Neetrix** business simplified.

Home Help Desk Login

### Neetrix Helpdesk

Welcome to the Neetrix help desk. Here you will find help and information on using the Neetrix business management system.

 **Remote Assistance**  
This special tool allows one of our support engineers to control your computer remotely. Once the remote assistance tool has been installed you will see a 6 digit number on screen. Provide this number to your support engineer when instructed.

 **Contact Sales, Support or Accounts Department**  
Whether you are a new customer or an existing user, you can contact us at any time with any questions, comments, suggestions or problems that you may have.

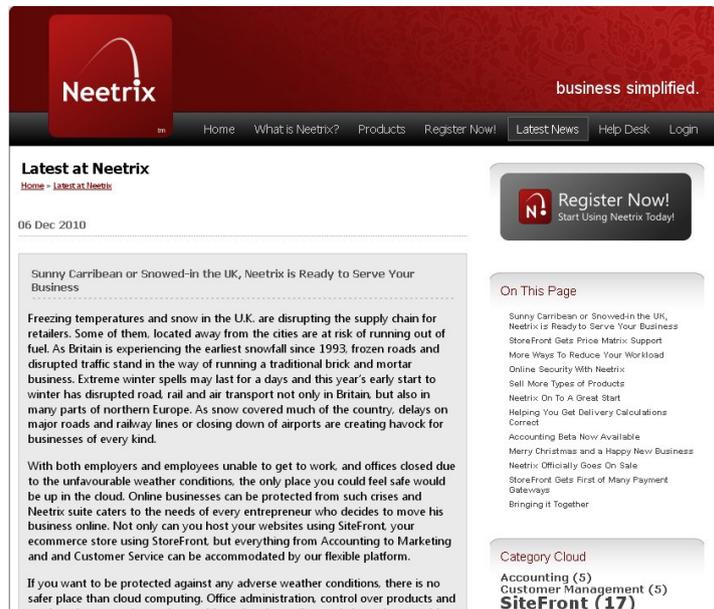
**Useful Contact Information**  
Sales & Support  
**0845 862 8800**  
mon-fri 9am-5pm

- > [Contact Sales Online](#)
- > [Contact Support Online](#)
- > [Contact Billing Online](#)



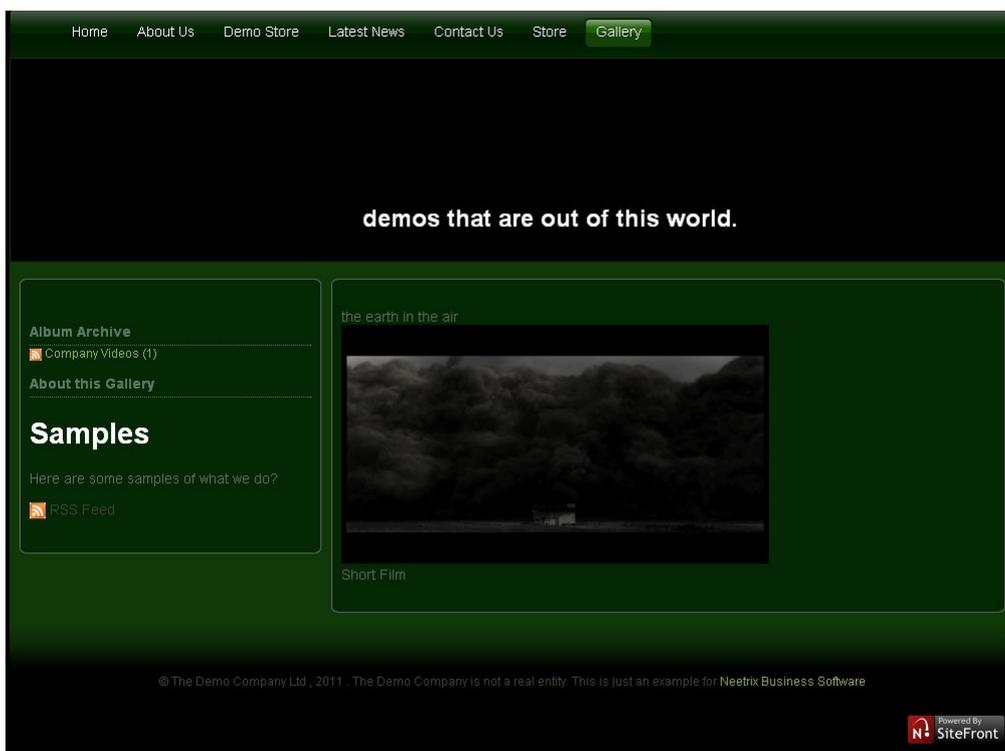
## BLOG

Used when writing a blog. An example of a blog page is shown below.



## GALLERY

Used when displaying pictures. An example of a gallery page is shown below.





## STORE

Used when creating an online shop. An example of a store page is shown below.

About This Store

---

### The Demo Store

Demonstration packages to suite everyone!

#### Demo Professional Pack



from **£4.99**  
[More Info](#)

#### Demo Starter Pack



44 in stock  
**£100.00**  
[More Info](#)

Showing 1 to 2 of 2      Sort by:



#### Demo Professional Pack

*Experienced Demos need to look no further*

from **£4.99**  
[More Info](#)

Not Logged In

---

#### Your Shopping Basket

This is a summary of your shopping basket. Click on the "Buy" buttons to add products to your basket. Click on the summary below to jump to the full shopping basket.

Your basket is empty

---

#### Product Categories

- Demo Packs
- Live Packs

---

#### My Own Text

I can add any text I like to the store. This text will appear on every page of the store.

---

#### Home Page Info

This Text will only appear on the homepage

---

#### About This Store

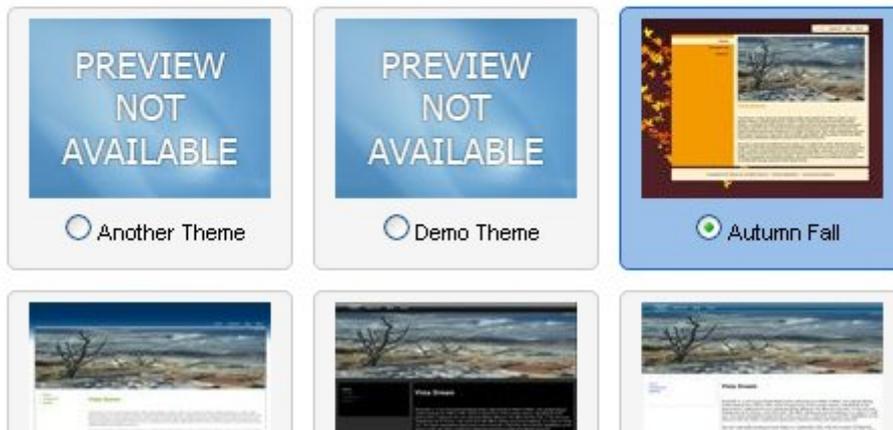
## THE THEME TAB

A theme is the template which sets the overall look of the background for your website.

When you create a page you can change the theme for that page by clicking on the radio button of a different theme.

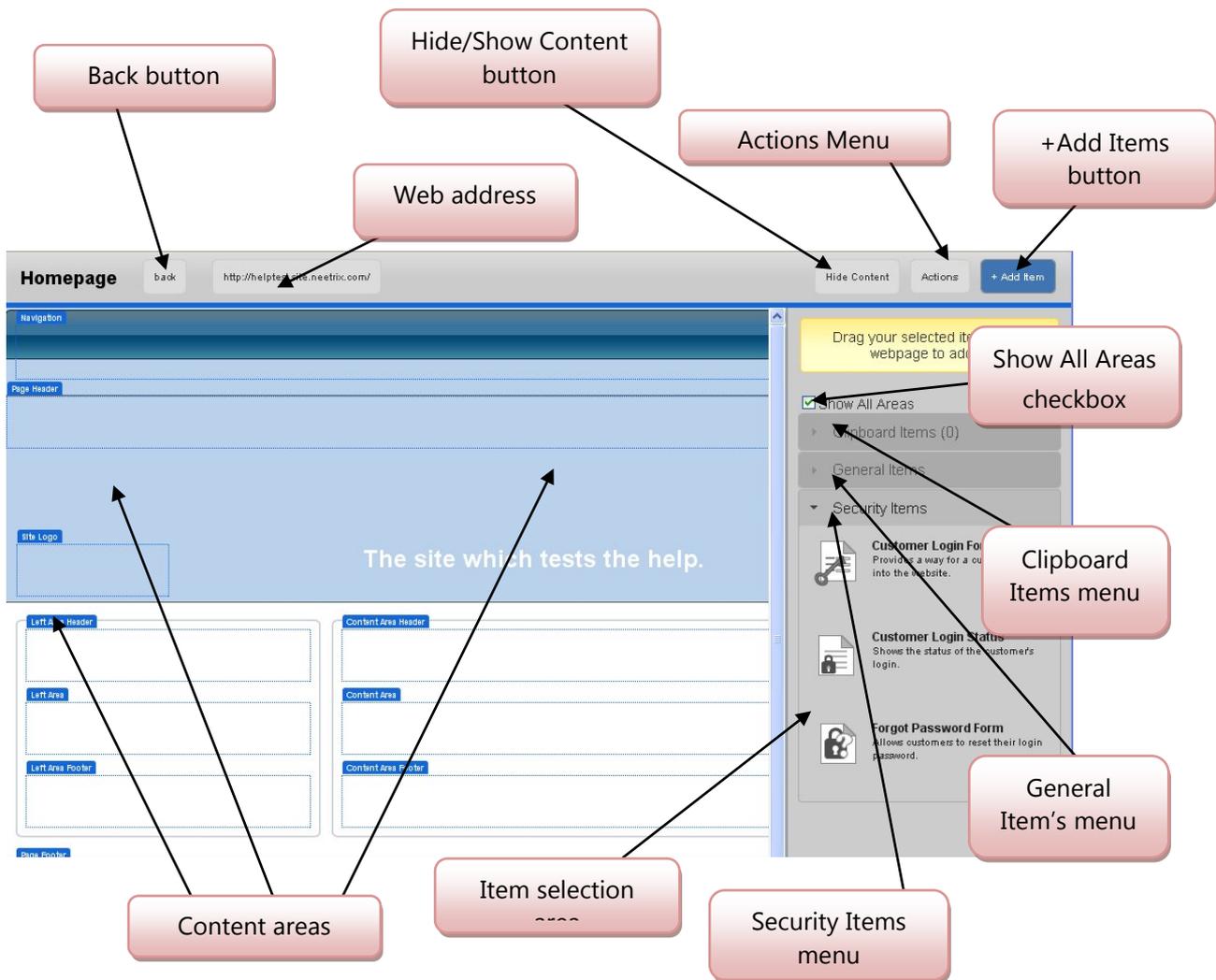


Choose a Theme for this page:



## ADDING PAGE CONTENT – OVERVIEW

The following screenshot displays the **Adding Content** page and gives an overview of area functions.



Content is added to the website using a drag and drop technique.

On the right hand side of the screen you can see the different items you can use to create website content.

<b>Back</b>	Takes you back to the webpage menu.
<b>Hide/Show Content</b>	Hides text and HTML from the content areas.
<b>Actions</b>	Allows you to change the settings or theme without leaving this page.
<b>Add Items</b>	Shows or hides the Items menus.
<b>Show all Areas</b>	When checked makes all content areas visible. When unchecked shows only those areas that have content.

<b>Clipboard Items</b>	Contains items saved to the clipboard for reuse.
<b>General Items</b>	Contains items used to build your website content.
<b>Security Items</b>	Contains login and password items.
<b>Item selection area</b>	Lists items available for use in the selected menu.
<b>Content areas</b>	Designated areas for particular website content e.g. Footers.

## HOW TO ADD PAGE CONTENT

1. Click on the page you want to edit. Then select the **Edit Page Content** tab.



2. Select the item you require menu depending on whether you are adding a saved item (clipboard), login items (security) or any other items (general).
3. Click on the item you want to add to your page and drag to the area you want it to appear. The area you have selected will be displayed in yellow.
4. **Note:** Some items such as **Site Navigation** or **Contact** are designed to be added to specific areas of the page or particular pages. See [General items](#) for more information.
5. Complete the required details in the box.
6. Click on **Save** to insert the item in the page.
7. Close the screen by clicking on the **x** at the top of the screen.

## EDITING PAGE CONTENT

To edit a content area:

1. Hover over the area you want to edit with the mouse. The following menu will be displayed.



2. Click on the action you want to take. You can remove an item by clicking **Delete** or copy it to the clipboard for use later by selecting **Copy to Clipboard** or you can edit the item by clicking on **Edit**.
3. Make the changes and click **Save** to insert the changes.
4. Close the screen by clicking on the **x** at the top of the screen.

## ITEMS – OVERVIEW

### WHAT IS AN ITEM?

An item is a function that allows you to add a particular type of information to your webpage.

Items are divided into 3 sections:

- General Items
- Security Items
- Clipboard Items

[General Items](#) allows you to add text, images or videos as well as more advanced HTML to the page.

[Security Items](#) allows you to set up a login form and associated items.

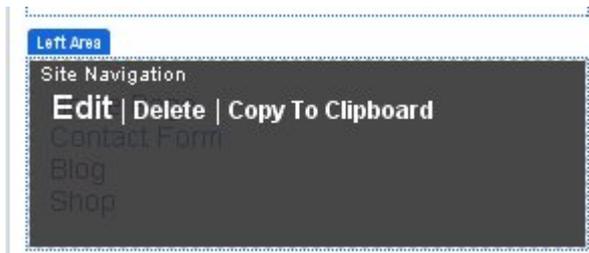
[Clipboard Items](#) allows you to save and reuse content you have already created for use in other pages.

Items are added by dragging them from the Item menu to the area of the page you want them to be displayed.

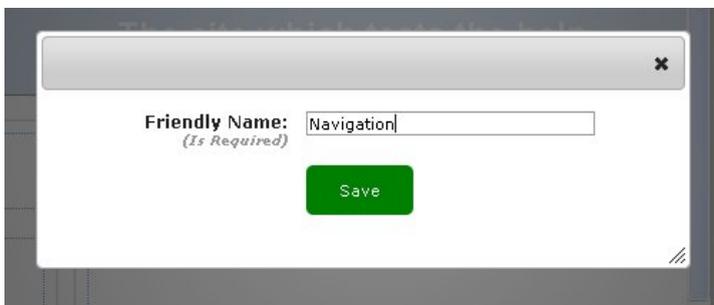
## CLIPBOARD ITEMS

The **Clipboard Items** section allows you to save content you have already created, such as navigation menus, for use on other web pages.

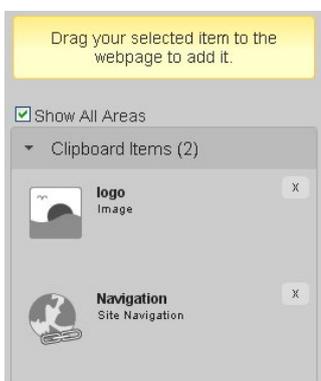
1. When you have added and configured the items you want to save hover over the content area containing that item to display the following screen. Click on **Copy To Clipboard**.



2. Enter a name for the copied item in the **Friendly Name** menu and click on **Save**.



3. This will add the item to the clipboard area.



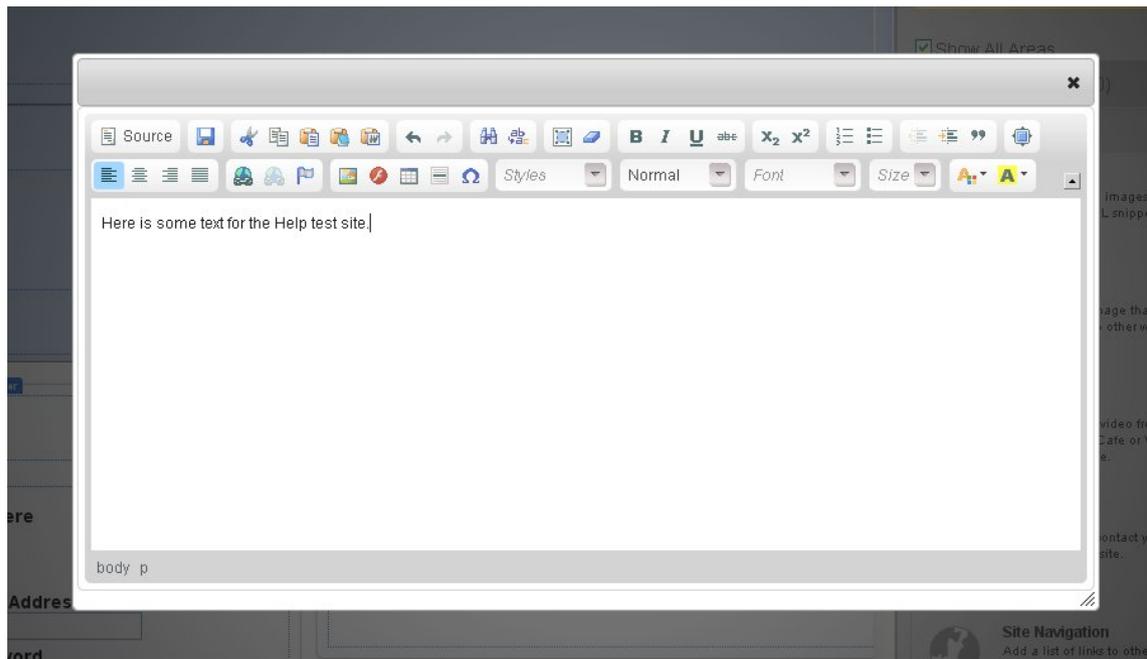
4. To reuse an item drag it from the clipboard area into the relevant content area.

## GENERAL ITEMS

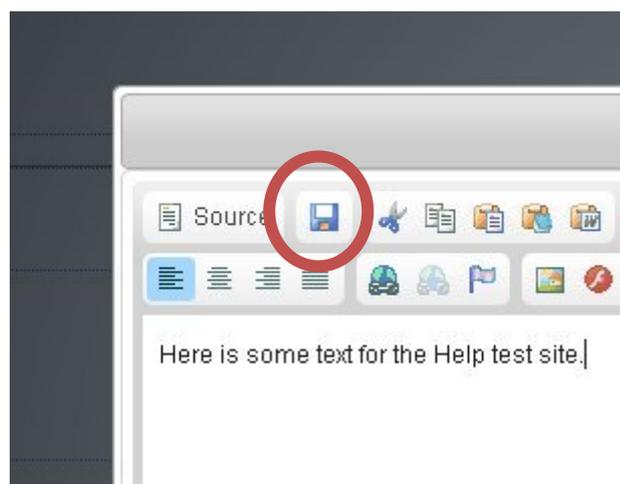
The General Items section allows you to add content easily to your web pages without programming skills.

### HOW TO ADD TEXT TO YOUR WEB PAGE

1. To add text click on the **Text or HTML** item and drag it to the content area you want it to be displayed. The following screen is activated.



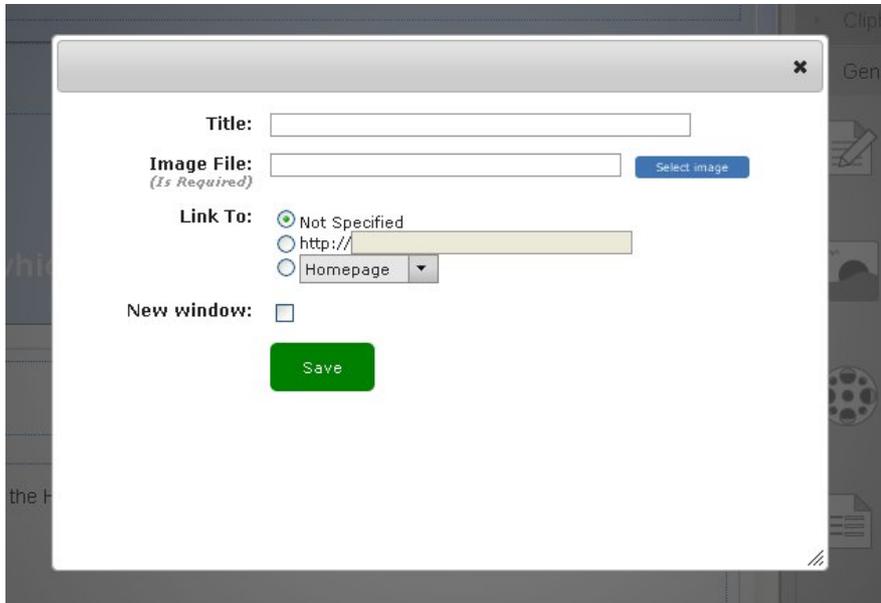
2. Add the text or HTML using the functions on the screen.
3. Save by clicking on the **Save** button highlighted below.



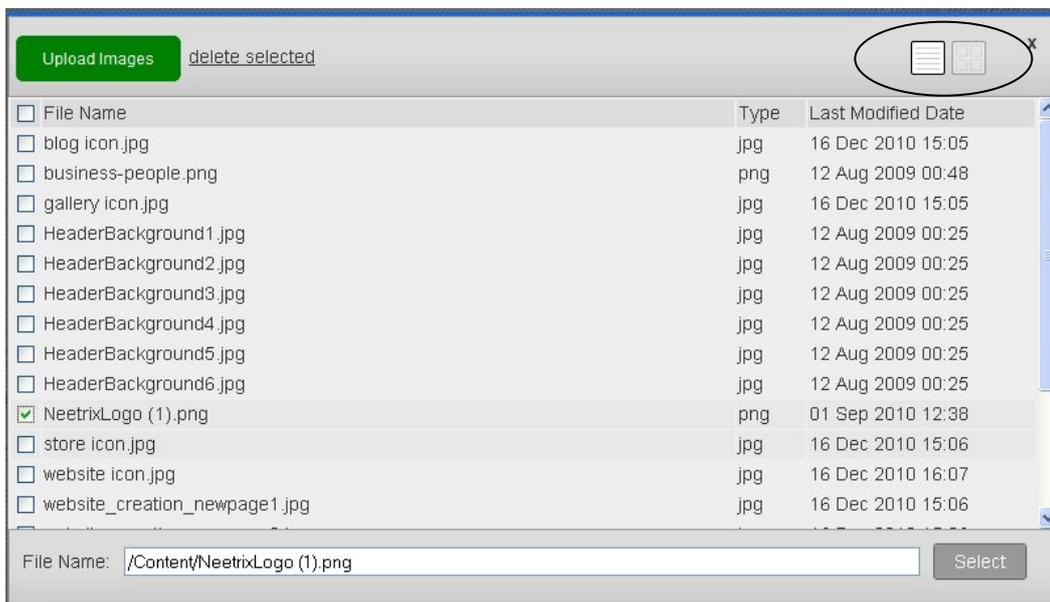
4. When you have finished adding text or HTML close the screen using the **x** button on the top right of the screen.

## HOW TO ADD AN IMAGE TO YOUR WEB PAGE

1. To add an image click on the **Image** item and drag it to the relevant content area. The following screen is activated.



2. Click on the **Select Image** button to open the following screen.

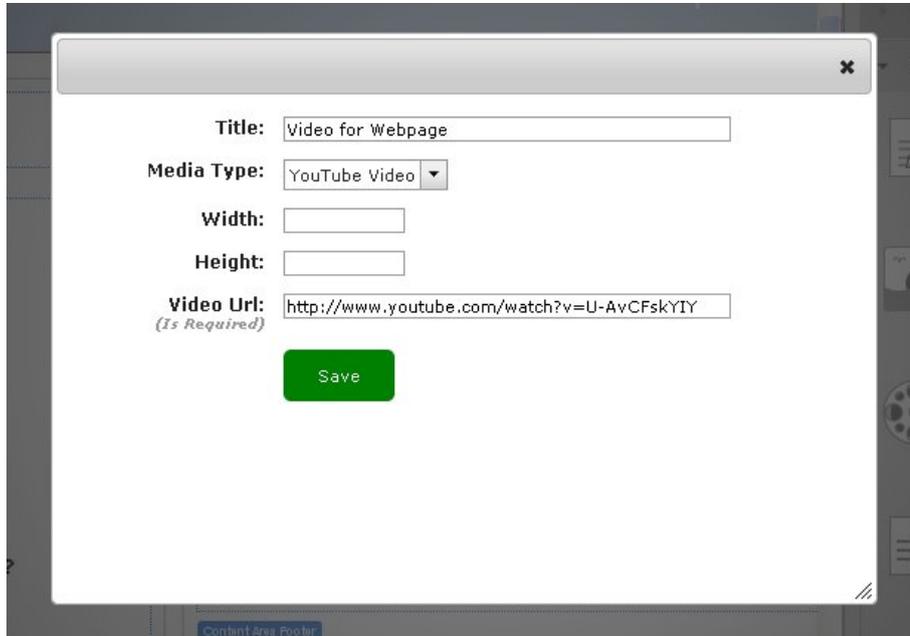


3. Upload images if they are not already loaded, by clicking on the **Upload Images** button. Select the image or images you want to upload from the menu and click **Open**. The files will be added to the directory and can now be selected from the list. **Note:** You can view the images as thumbnails by clicking on the right hand button at the top of the screen – highlighted in the picture.
4. Check the box of the image you want to add and click **Select**.

5. Add a title, if required – this will be visible on the website.
6. If you want the image to link to another page check one of the **Link To:** radio buttons and specify the page either through the drop-down list or by typing in the URL. Check the **New Window** box if you want the page to open in a new window when selected.
7. Click on the **Save** button.
8. When you have finished adding images close the screen using the **x** button on the top right of the screen.

## HOW TO ADD A VIDEO TO YOUR WEB PAGE

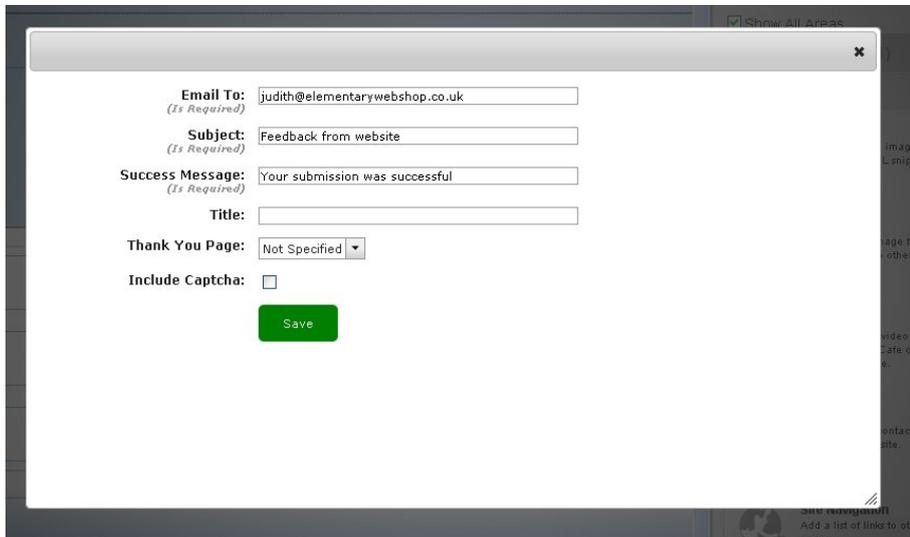
1. To add a video clip click on the **Video** item and drag it to the relevant content area. The following screen is activated.

A screenshot of a video configuration dialog box. The dialog has a title bar with a close button (x) in the top right corner. Inside the dialog, there are several input fields: 'Title' with the text 'Video for Webpage', 'Media Type' with a dropdown menu showing 'YouTube Video', 'Width' and 'Height' with empty text boxes, and 'Video Url' with the text 'http://www.youtube.com/watch?v=U-AvCFskYIY'. Below the 'Video Url' field, there is a note '(Is Required)'. At the bottom center of the dialog is a green 'Save' button. The dialog is overlaid on a dark background that appears to be a content area with a 'Content Area Picker' label at the bottom.

2. Give the video a title, if required - this will be visible on the website.
3. Select the media type from the drop-down list.
4. Specify the width and height in pixels if you want your video to be a certain size otherwise the default will be applied. (YouTube - 425x344, Metacafe - 400x345, Vimeo - 425x239.)
5. Enter the video website address, this is the URL shown in the browser when the video is viewed.
6. Click on the **Save** button.
7. When you have finished adding the video close the screen using the **x** button on the top right of the screen.

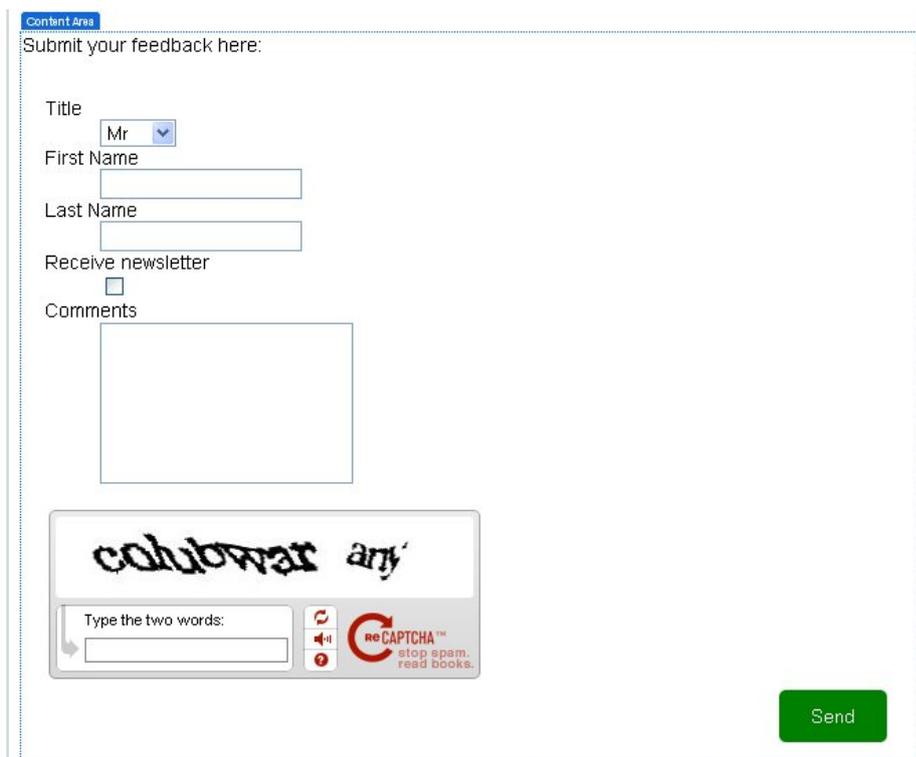
## HOW TO ADD A CONTACT FORM TO YOUR WEB PAGE

1. To add a contact form to your page click on the **Contact Form** item and drag it to the relevant content area. The following screen is activated.

A screenshot of a web-based configuration dialog box for a contact form. The dialog has a title bar with a close button (x) on the top right. The form contains several fields: 'Email To:' with the value 'judith@elementarywebshop.co.uk', 'Subject:' with the value 'Feedback from website', 'Success Message:' with the value 'Your submission was successful', and 'Title:' which is empty. There is a 'Thank You Page:' dropdown menu currently set to 'Not Specified'. An 'Include Captcha:' checkbox is unchecked. A green 'Save' button is located at the bottom center of the form area.

2. Enter the address you want the email delivered in the **Email To:** field.
3. Add a title in the **Subject** field – the default is 'Feedback from website'.
4. Add the message to be displayed when the contact has clicked the **Send** button in the **Success Message** box.
5. Add a title for the contact form, if required this will be visible on the website.
6. If you want to display an acknowledgement message each time someone has contacted you select a page from the drop-down list. If you don't select a page then the contact will be directed back to the contacts page. **Note:** You will have to create this separately.
7. Click on the **Captcha** button if you want to include a user authentication button to prevent spam.
8. Click on the **Save** button.
9. When you have finished close the screen using the **x** button on the top right of the screen.

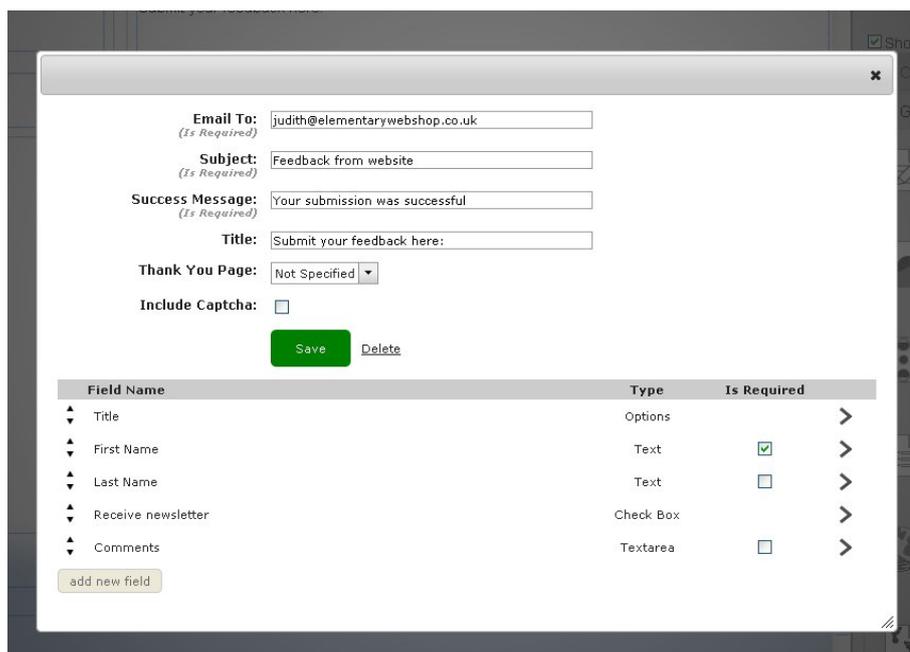
The finished form will look similar to the following:



## CUSTOMISING THE FORM

Once you have added the contact form you can customise it by editing, adding or deleting fields.

1. Hover over the contact form in your web page and click **Edit**.
2. You can then edit existing entries from this screen.



Field Name	Type	Is Required	
Title	Options		>
First Name	Text	<input checked="" type="checkbox"/>	>
Last Name	Text	<input type="checkbox"/>	>
Receive newsletter	Check Box	<input type="checkbox"/>	>
Comments	Textarea	<input type="checkbox"/>	>

3. Check the **Is Required** box if you want this information to be mandatory. Then if the user does not enter this information the request will not be valid.
4. Edit a field by clicking on > icon to open the following screen. Make the required changes and click on **Save**.

The screenshot shows a configuration window for a form field. At the top, there is a close button (x). Below it, the field is labeled 'Comments' with a sub-label '(Is Required)'. The 'Type' is set to 'Textarea'. The 'Is Required' checkbox is currently unchecked. A large empty text area is provided for the 'Default value'. Below this, there are input fields for 'Max Characters', 'Columns' (set to 20), and 'Rows' (set to 6). At the bottom, there are two buttons: a green 'Save' button and a 'Delete' button.

5. Remove a field from the form by clicking on the **Delete** button.
6. Add new fields by clicking on the **add new field** button. Enter a field name, select an input type from the drop-down list and specify whether the field is a mandatory entry or not. Click on **Ok** to add the field to the form.

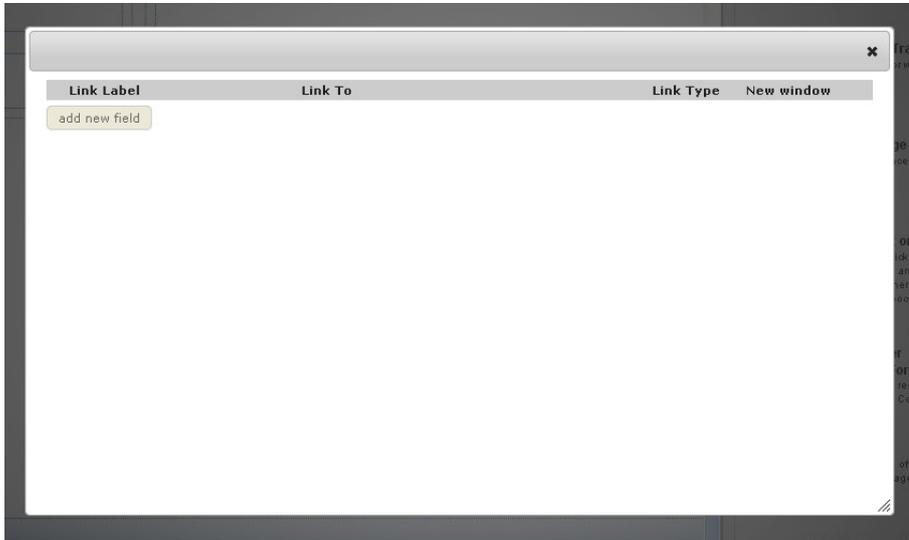
The screenshot shows the 'add new field' dialog box. It has a title bar with a close button (x). The main area contains a text input field with 'Comments' entered. To the right of the input field is a dropdown menu currently showing 'Text', with a list of options: 'Text', 'Textarea', 'Check Box', 'Options', and 'Email'. To the right of the dropdown is an unchecked checkbox. Further right is a right-pointing arrow (>) and an 'Ok' button. At the bottom left of the dialog is an 'add new field' button.

7. Click on the **Save** button.
8. When you have finished amending the fields close the screen using the **x** button on the top right of the screen.

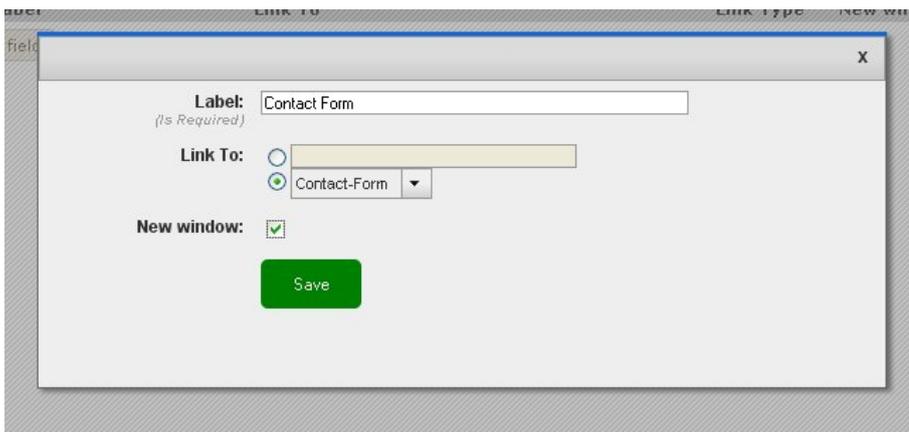
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## HOW TO ADD A SITE NAVIGATION TO YOUR WEB PAGE

1. To add a page link to your page click on the **Site Navigation** item and drag it to the relevant content area. The following screen is activated.



2. To add a new link, click on the **add new field** button. The following screen is displayed.



3. Enter a name for the link.
4. Specify the page the link will display. This can be done by typing in the URL (if the page is external) or selecting a page from your website from the drop-down list.
5. Check the **New Window** box if you want the page to be displayed in a new window. **Note:** This is a good idea if linking to an external page.
6. Click on the **Save** button and close the screen.
7. Add any other links you want including in this area of the page this way.  
**Note:** You can move the links up and down the screen and edit them by clicking on > button.
8. When you have finished, close the screen using the **x** button on the top right of the screen.

---

## HOW TO ADD A BREADCRUMB TRAIL TO YOUR WEB PAGE

1. To add a navigation trail to your page, click on the **Breadcrumb Trail** item and drag it to the relevant content area. This adds a trail to your web page so the user can easily track where they are on a website.

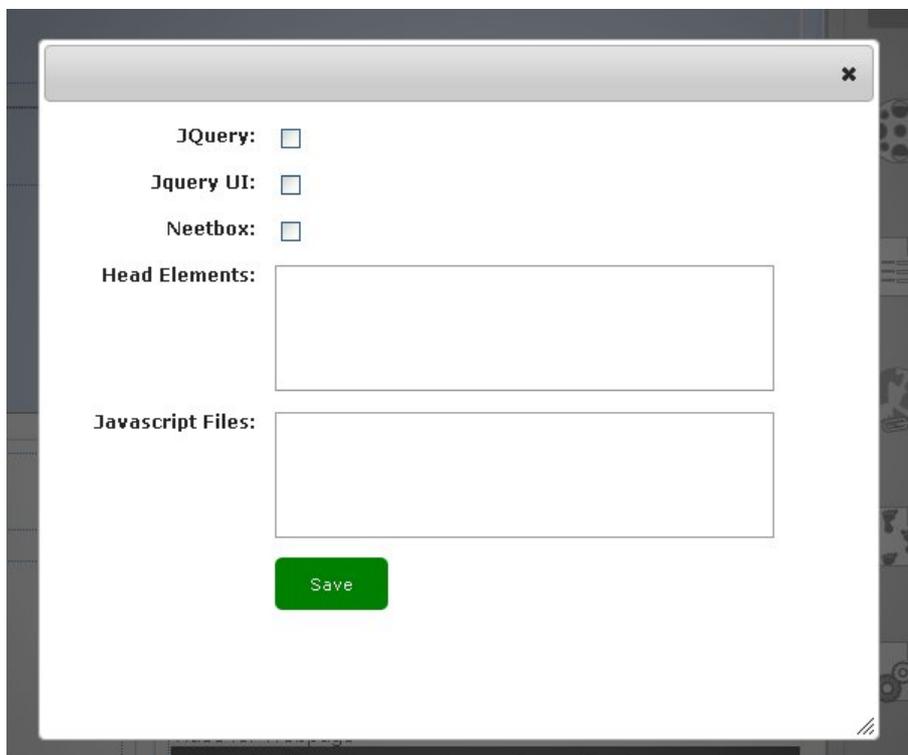


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## CONFIGURING THE ADVANCED SETTINGS

The **Advanced Settings** function allows advanced users to set meta information or enable Javascript libraries such as jquery on the page.

1. To add Javascript queries to your page, click on the **Advanced Page Settings** item and drag it to the relevant content area. The following screen is activated.



2. Identify the meta information type by checking the relevant box.

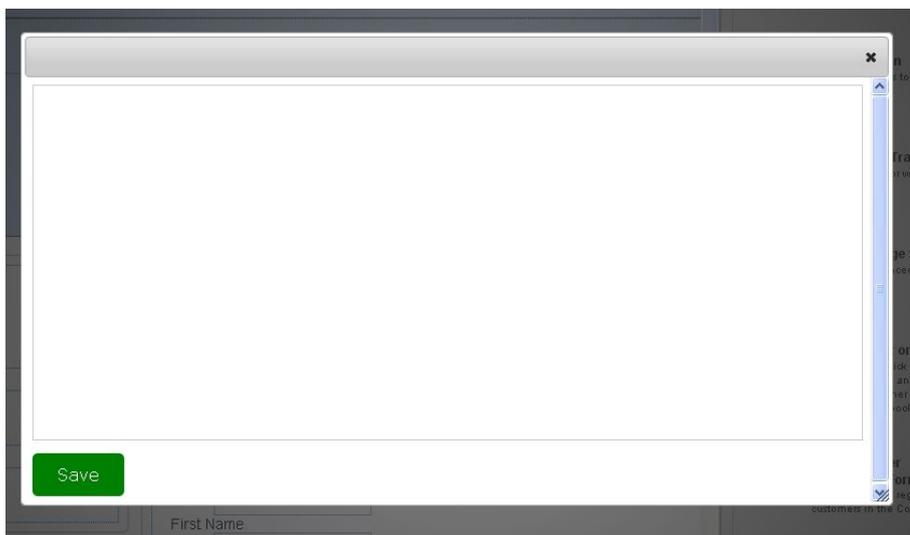
3. Enter the head elements and Javascript file details in the boxes. The content box will not be visible but can be edited by hovering over the content area and clicking on **Edit**.
4. Click on the **Save** button and close the screen.
5. When you have finished, close the screen using the **x** button on the top right of the screen.

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## HOW TO ADD WIDGETS AND HTML SNIPPETS TO YOUR WEB PAGE

The Add Widgets and HTML snippets function allows you to add content from other sites such as Facebook or Twitter to your website.

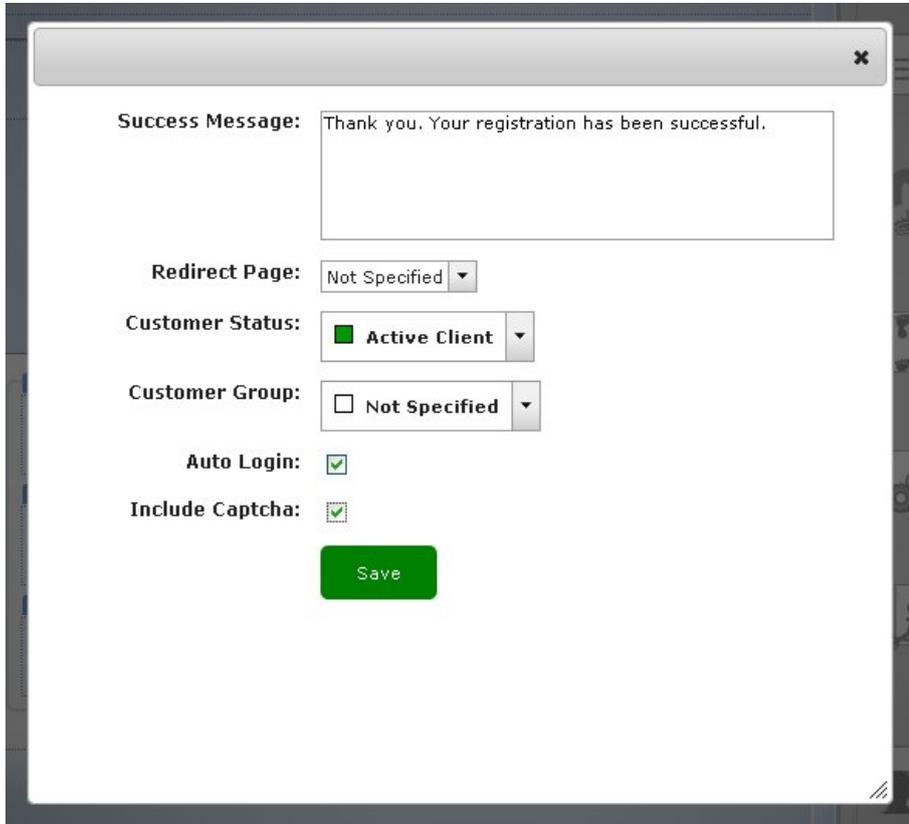
1. To add small programmes or applications to your page, click on the **Add Widgets and HTML Snippets** item and drag it to the relevant content area. The following screen is activated.



2. Paste in the HTML code for the widget you want to insert into the screen.
3. Click on the **Save** button.
4. When you have finished, close the screen using the **x** button on the top right of the screen.

## HOW TO ADD A CUSTOMER REGISTRATION FORM TO YOUR WEB PAGE

1. To add a form that will allow users to register on your website click on the **New Customer Registration Form** item and drag it to the relevant content area. The following screen is activated.



The screenshot shows a configuration dialog box for a customer registration form. It contains the following fields and options:

- Success Message:** A text box containing the message "Thank you. Your registration has been successful."
- Redirect Page:** A dropdown menu set to "Not Specified".
- Customer Status:** A dropdown menu with a radio button selected for "Active Client".
- Customer Group:** A dropdown menu with a radio button selected for "Not Specified".
- Auto Login:** A checked checkbox.
- Include Captcha:** A checked checkbox.
- Save:** A green button at the bottom.

2. In the **Success Message** box enter the message you want displayed after a customer registers.
3. If you want the customer to be directed to another page after registration, specify the page from the drop-down list.
4. Set a **Customer Status** from the drop-down list, if required. The default is set to **No Status**.
5. If you want to add these customers to a group check the **Auto Login** box. **Note:** Groups are set up from the **Customer Profile** in the **Customers** section.
6. If you want customers to be logged in automatically after registration check the **Auto Login** box.
7. Click on the **Captcha** button if you want to include a user authentication button to prevent spam.

Once you have added this form you can edit the details and refine the form.

## EDITING A FORM

1. Click on **Edit** from the area content. The **Customer Registration Form** page is displayed with extra settings.
2. You can edit any of the fields from here as well as change the customer details. Click on the **Customer Information Edit** button.

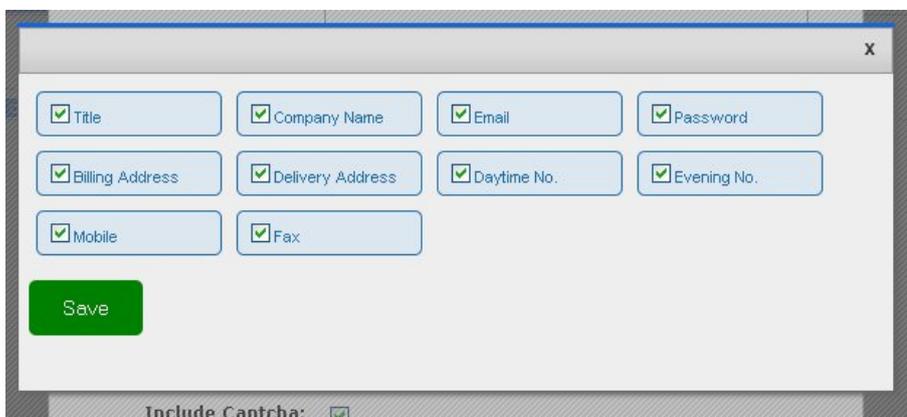
**Customer Group:**  Not Specified ▼

**Customer Information:**

**Customer Action:**

**Auto Login:**

3. From this screen you can specify which fields want displayed on the form by checking or unchecking the boxes.

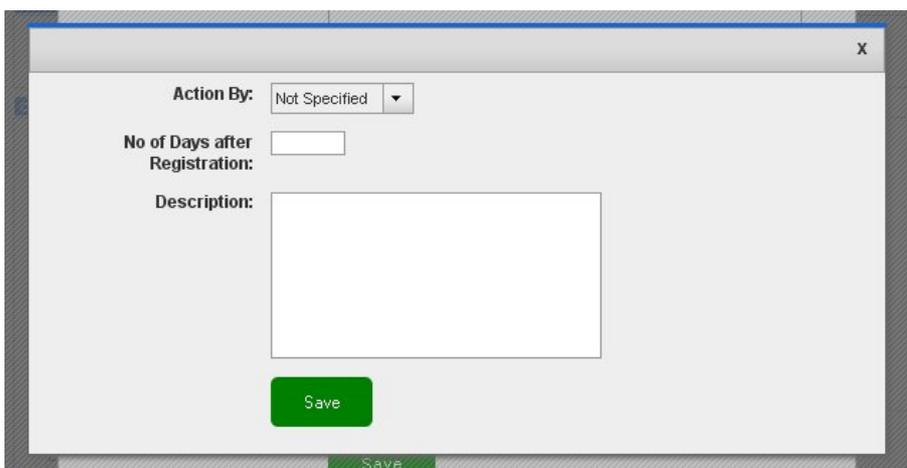


A screenshot of a web application window titled 'Customer Registration Form' with a close button 'x' in the top right corner. The window contains several checkboxes for selecting fields to display on the form. The fields are arranged in a grid:

- Row 1: Title, Company Name, Email, Password
- Row 2: Billing Address, Delivery Address, Daytime No., Evening No.
- Row 3: Mobile, Fax

Below the grid is a green 'Save' button. At the bottom of the window, there is a checkbox labeled 'Include Captcha:' which is checked.

4. You can specify an action taken out after a customer has registered by clicking on the **Customer Action Edit** button. **Note:** Actions are edited from the **Customer Profile** in the **Customers** section.



A screenshot of a web application window titled 'Customer Action Edit' with a close button 'x' in the top right corner. The window contains the following fields:

- Action By:** Not Specified ▼
- No of Days after Registration:**
- Description:**

At the bottom of the window is a green 'Save' button.

5. Click on the **Save** button and close the screen.
6. When you have finished close the screen using the **x** button on the top right of the screen.

When you have configured the form it will look similar to the one shown below.

Content Area

Title

First Name

Last Name

Company Name

Login Information

Email Address

Password

Daytime Phone Number

Evening Phone Number

Mobile Phone Number

*housity could*

Type the two words:

 **reCAPTCHA™**  
stop spam.  
read books.

[Register](#)

---

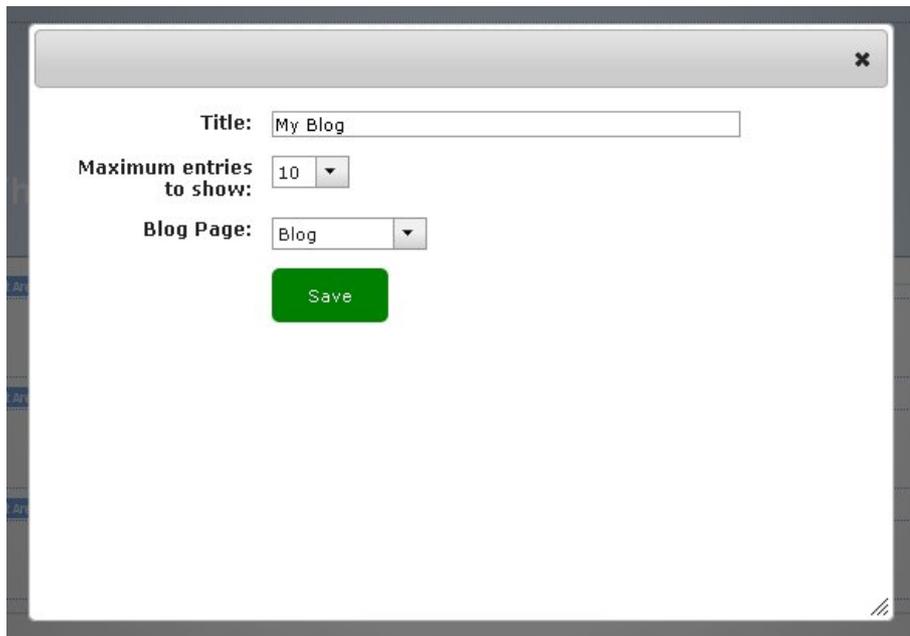
## HOW TO ADD THE PAGE TITLE TO YOUR WEB PAGE

1. To add the title of the page to your page click on the **Page Title** item and drag it to the relevant content area. This adds the page title as shown on the browser tab to the specified area of your web page.

---

## HOW TO ADD A BLOG SUMMARY FEED TO YOUR WEB PAGE

1. To add a blog feed to your page click on the **Blog Summary Feed** item and drag it to the relevant content area. The following screen is activated.

A screenshot of a configuration dialog box for a Blog Summary Feed. The dialog has a title bar with a close button (x) on the top right. Inside the dialog, there are three input fields: a text field labeled "Title" containing "My Blog", a dropdown menu labeled "Maximum entries to show:" with "10" selected, and another dropdown menu labeled "Blog Page:" with "Blog" selected. Below these fields is a green "Save" button. The dialog is set against a dark grey background.

2. Enter a name for the blog feed in the **Title** field.
3. Specify the maximum number of entries that will be visible from the drop-down menu.
4. Specify the page you want the blog feed to be displayed.
5. Click on the **Save** button.
6. When you have finished close the screen using the **x** button on the top right of the screen.

## SECURITY ITEMS

The **Security Items** section allows you to add a customer login form, customer login status and a form to allow the user to reset a forgotten password. These items will allow users to login securely to your website.

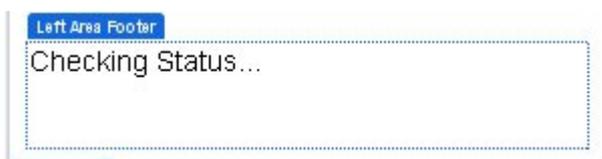
### HOW TO SET UP CUSTOMER LOGIN FUNCTION

1. To add a login form, click on the **Customer Login Form** item and drag it to the relevant content area. This will allow users to login to a secure area on the website.



A screenshot of a website's content area labeled "Left Area". Inside the content area, there is a login form with two input fields. The first field is labeled "Email Address" and the second field is labeled "Password". Both fields are empty and have a light gray border.

2. To add a status alert drag the **Customer Login Status** to the relevant content area. This will display whether the user is logged in or not.



A screenshot of a website's content area labeled "Left Area Footer". Inside the content area, there is a status alert that says "Checking Status..." in a light gray font.

3. To add an item that allows your user to reset a forgotten password, drag the **Forgot Password Form** to the relevant content area. Your user will then be able to use this to reset their password if it is lost.



A screenshot of a website's content area labeled "Left Area Header". Inside the content area, there is a forgot password form with one input field labeled "Email Address". The field is empty and has a light gray border.

**Note:** These items can all be added to the same content area.

4. Add meaningful text to the login items to make them user friendly.



**Login Here**

**Email Address**

**Password**

See [General Items/Text or HTML](#) for information on how to do this.

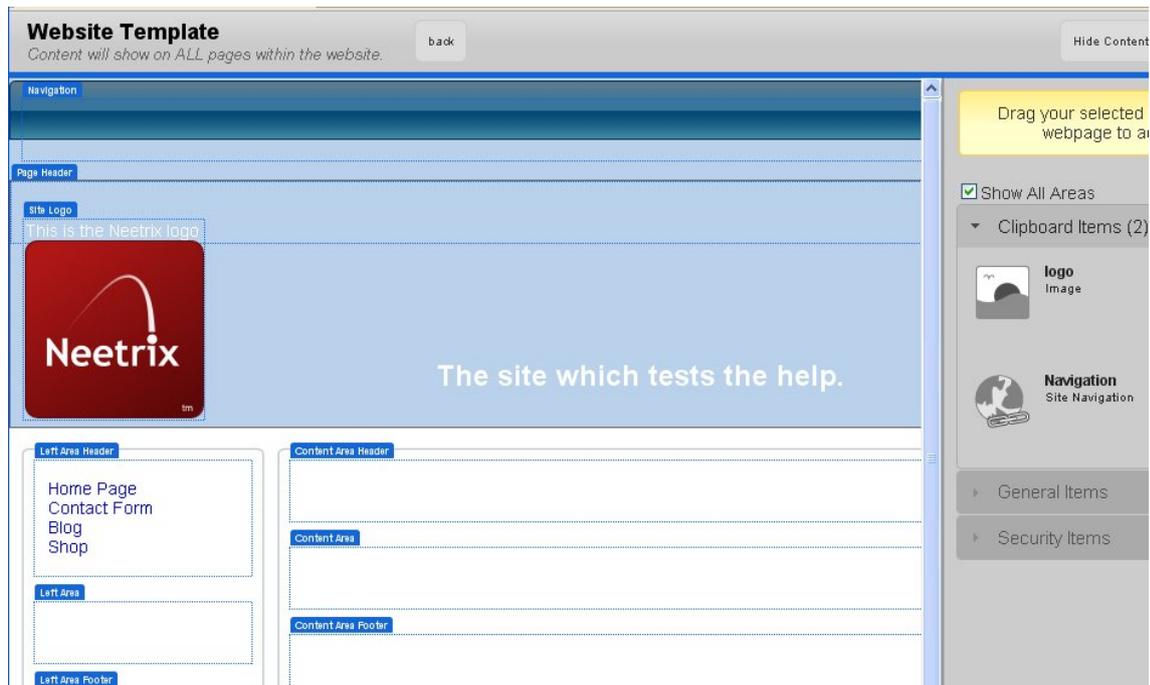
## THE WEBSITE TEMPLATE

The website template sets the overall look for all the page of your website. Any changes made to the template will be reflected in all website pages using this template.

Items are added to the template in the same way as they are for other web pages.

1. Select the item you want to add to the content area.
2. Drag it over to the content area you want it to be displayed.
3. Configure item.
4. Click on the **Save** button to add the item to the template.
5. When you have finished adding items, close the screen using the **x** button on the top right of the screen.

The example below shows the addition of a site logo and navigation menu to the template.



For specific information on how to add items to the template see the [Items](#) pages.

## BLOGS

### WHAT IS A BLOG

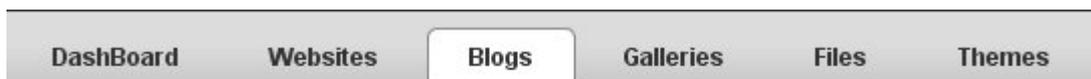
A blog (weblog) is an online diary made up of short frequent posts related to your business. It can be used to keep customers informed of company news, products or promotions.

### WHAT IS THE DIFFERENCE BETWEEN THE BLOG PAGE ON YOUR WEBSITE AND THE BLOG TAB?

The Blog page is part of the structure of your website whereas the blogs application is where you create blogs and individual postings.

### CREATING A BLOG

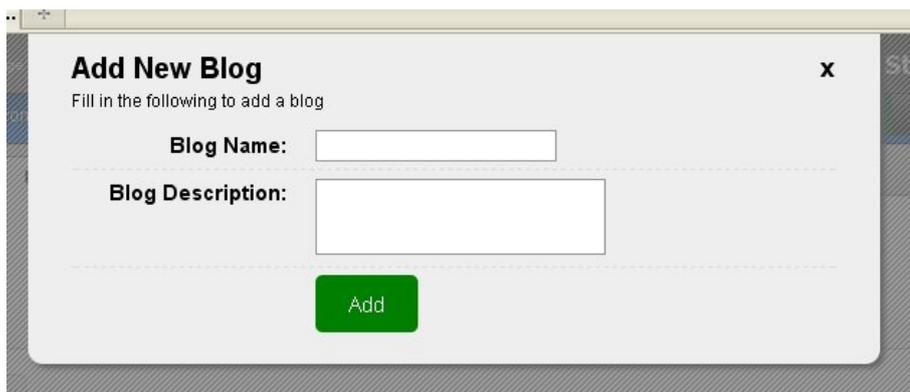
1. To create a blog or blog post click on the **Blogs** tab.



2. If you are creating a new blog click on the **+ Add New Blog** button.



3. Give the Blog name and description.

A screenshot of a web browser window showing a modal form titled 'Add New Blog'. The form has a close button (x) in the top right corner. Below the title, it says 'Fill in the following to add a blog'. There are two input fields: 'Blog Name:' with a text box and 'Blog Description:' with a larger text area. At the bottom of the form is a green button labeled 'Add'.

4. Click on **Add** to save the blog.

5. The Blog Settings page is displayed allowing you to amend the fields and apply other settings to your blog.

**Help Test Blog** [back](#)

---

[Recent Blog Posts](#) [Search](#) [Blog Settings](#) [Categories](#)

---

**Blog Name:**   
(Is Required)

---

**Blog Description:**

---

**Hide Blog Post's Date:**

---

**Comments:**  Do Not Allow Blog Post Comments  
 Use Disqus Online Commenting

*Do you have a Disqus account? No? You'll need one. [Go here](#)  
Did you add a site? No? [Add it here](#)*

Short Name:

---

[delete](#)

6. If you do not want the date on your blog posts click **Hide Blog Post's Date**: If you do not check this the post date is posted is automatically added to the blog every time you post a new article.
7. If you want to allow other people to comment on your blog you will have to have a Disqus account. If you already have one of these you will have to register your website. To do this go into the Disqus site - <http://disqus.com/admin/register/> and fill in the form. If you do not have a Disqus account go into the signup page - <http://disqus.com/profile/signup/> and get a commenter profile. Then register your website.
8. Click on the **Save** button to apply the changes.

## ADDING BLOG POSTS

You will need to add new posts to your blog at regular intervals.

1. To add a new post click on the **+Add Blog Post** button.

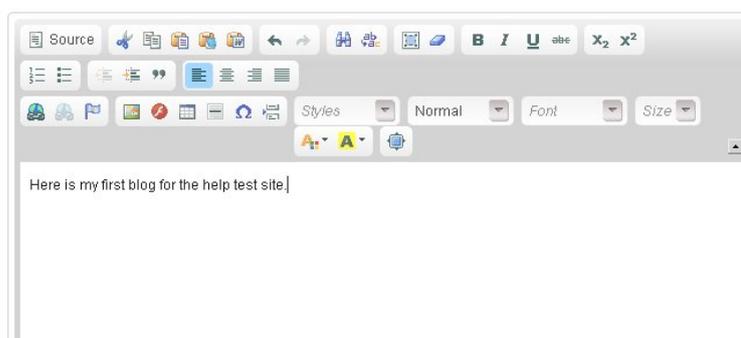


2. Give your post a name in the **Title** field.
3. Then add your text and any other content in the word processing screen.

**Add Blog Post** [back](#)

**Title:**   
(is Required)

**Entry Content:**



Here is my first blog for the help test site.

4. The following details will be added by default. You can amend any of the details before adding the blog post if required.

**Entry Date:**

**Posted By:**

**Status:**



5. Click on the **Add** button to save the post.
6. Click the **Back** button at the top of the page to go back to the main blog menu.

## MANAGING BLOG POSTS

The main blog menu allows you to change the status of a blog or add new blog posts.



7. To change the status of a blog click on the drop-down list highlighted above and select the relevant entry.

## CATEGORIES

Posts can be organised by category. You can set up any number of categories for you blog posts.

1. Click on the **Categories** tab.
2. Click on the **add new category** button.
3. Enter a name in the blank field.
4. Click **ok**.



When you have added a category you can go into your blog posts and assign each post to a category.

5. When you add a category the category name is added to the blog post page. Click on the radio button for any of the categories to which you want that blog to belong.

**Note:** A blog post can belong to more than 1 category.

**Categories:**

new product blogs

test blogs

+ Add New Category

---

You can identify individual blogs by using the **Search** facility. Type in part or all of a blogs name and click **Go**.

**Note:** You can only find blogs by their name not their date.

## Help Test Blog

[back](#)

Recent Blog Posts

Search

Blog Settings

Categories

first

Go

**My first blog**

---

## ASSIGNING A BLOG TO A WEBSITE

1. Blogs are assigned to websites in the **Blog** page of your website from the **Page Type** tab.

**Blog** view page

Page Settings Theme **Page Type** Blog Posts Edit Page Content

**Page Type:**  
*Type of the page can be set a web page, blog, gallery or store*

**Choose a blog:** Help Test Blog

**Save**

2. Go to the **Choose a blog** menu and select the blog you want to assign to your website from the drop-down list. If you want to assign your website to a new blog go into the **Blog** section and create the new blog first then it will be displayed in the drop-down list.
3. Click on **Save**.

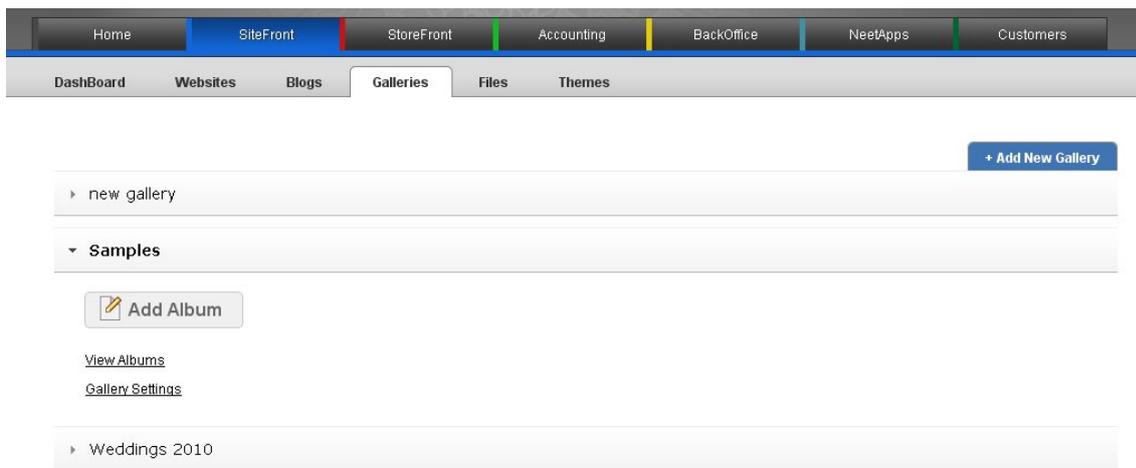
## GALLERIES

### WHAT IS A GALLERY?

A gallery is a collection of pictures or videos that are displayed on a website or web page.

In the Neetrix system the galleries are made up of one or more albums which contain either pictures or video called media.

Galleries can be created on a webpage in an existing website or independently from the **Galleries** tab.



## ADDING A GALLERY

1. To add a new gallery go into the Galleries section by clicking on the **Galleries** tab. Then click on the **+Add New Gallery** tab.



2. Enter a name and description.



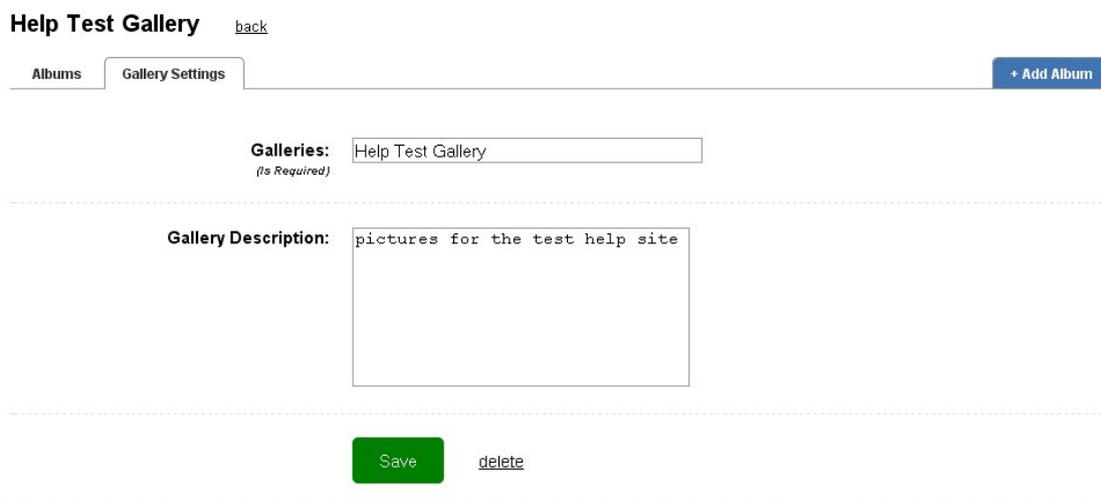
**Add New Gallery** x

Fill in the following to add a gallery

**Name:**

**Description:**

3. Click on **Add** to save the gallery.



**Help Test Gallery** [back](#)

[Albums](#) [Gallery Settings](#)

**Galleries:**   
(1 is Required)

**Gallery Description:**

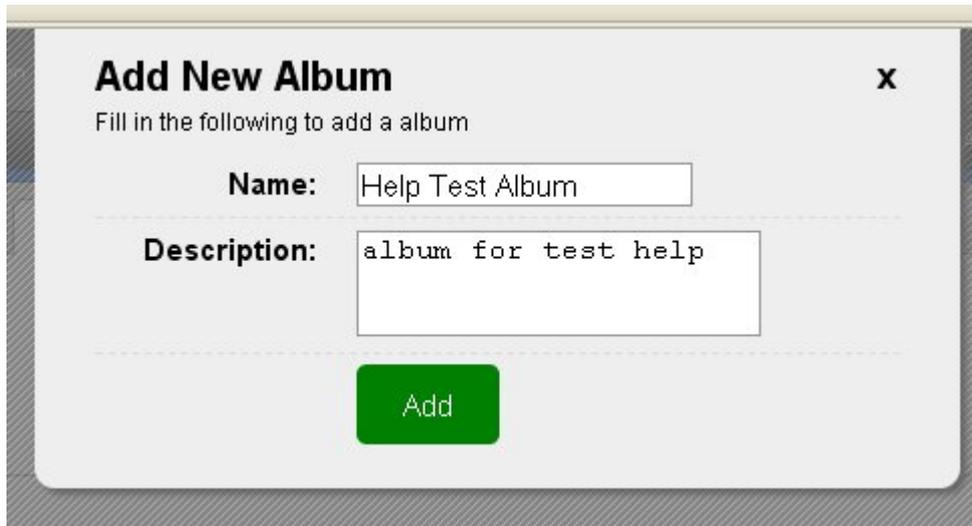
[delete](#)

You can now add albums and media to this gallery.

## ADDING ALBUMS AND MEDIA

You will need to create an album and add images or videos to you gallery. You can have as many albums as you like per gallery.

1. To add a new album click on the **+Add New Album** tab.
2. Give the album a name and description.



**Add New Album** X

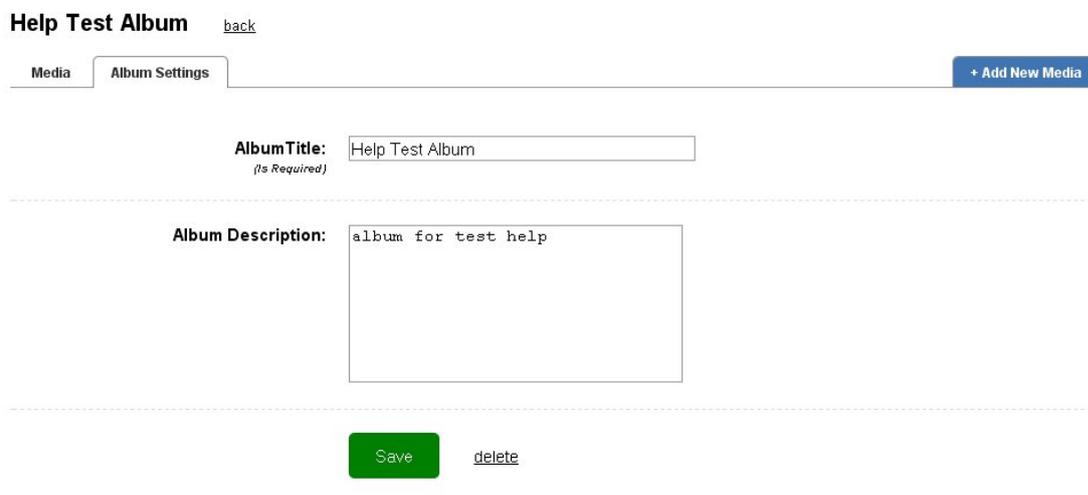
Fill in the following to add a album

**Name:**

**Description:**

**Add**

3. Click on **Add** to save the album.



**Help Test Album** [back](#)

**Media** **Album Settings** [+ Add New Media](#)

**AlbumTitle:**   
*(Is Required)*

**Album Description:**

**Save** [delete](#)

You can then add images or videos to your album.

## ADDING MEDIA

1. To add images and videos to an album click on the **+Add New Media** tab.

### Help Test Album - Add New Media

[back](#)

**Name:**   
(Is Required)

**Description:**

**Media Type:**  Image File    
 YouTube Video

2. Give the media a name and description then select the media type by clicking on the **Media Type** radio button.
3. Navigate to the image file using the **Browse** button or select the video source and type in the URL.
4. Click on **Add** to save the file to the album.

## ASSIGNING A GALLERY TO A WEBSITE

1. Galleries are assigned to websites in the **Galleries** page of your website from the **Page Type** tab.

**Gallery** [view page](#)

Page Settings Theme **Page Type** Albums [Edit Page Content](#)

**Page Type:**  
*Type of the page can be set a web page, blog, gallery or store*

**Choose a gallery:**  
*You can create a new one or select an existing one if it is already created.*

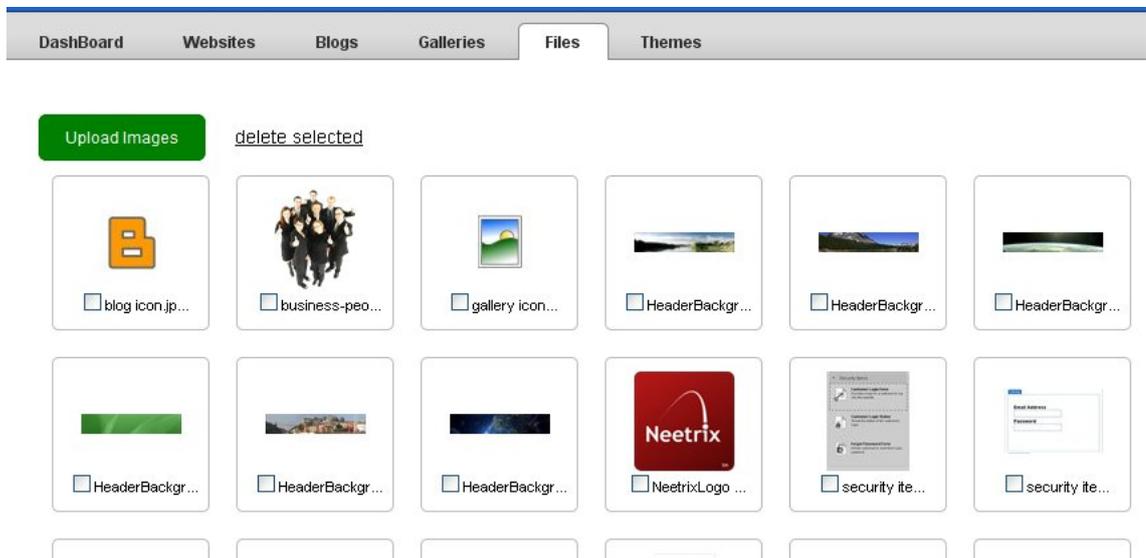
[Save](#)

2. Go to the **Choose a gallery** menu and select the gallery you want to assign to your website from the drop-down list. If you want to assign your website to a new gallery go into the **Galleries** section and create the new gallery and add albums and media first, then it will be displayed in the drop-down list.
3. Click on **Save**.

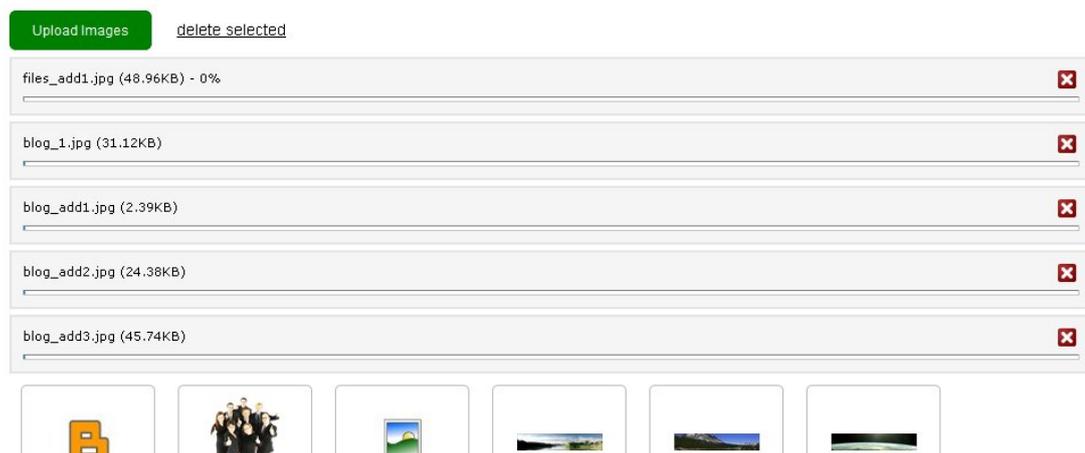
## ADDING FILES TO WEBSITES

You can use the Files section to add and delete files to your websites.

1. Click on the **Files** tab.

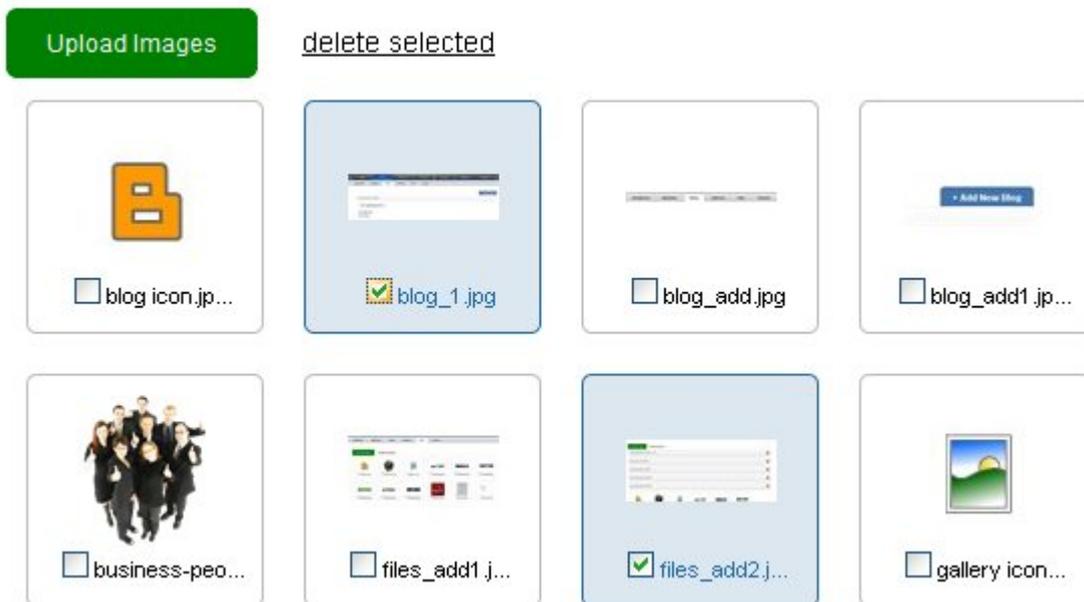


2. Click on the **Upload Images** button.
3. Select the file or files you want to add to your website from the Select Files screen and click **Open**.
4. The files are uploaded individually using the process shown below. You can delete a file before it is uploaded by clicking on the red **x** button.



5. To delete an already uploaded file. Select the file for deletion by checking the box.

6. Click on the **delete selected** button to permanently remove the file.



You can also add images from a website page using the Image item when editing the page content. See [Items/How to add an image](#).

## THEMES

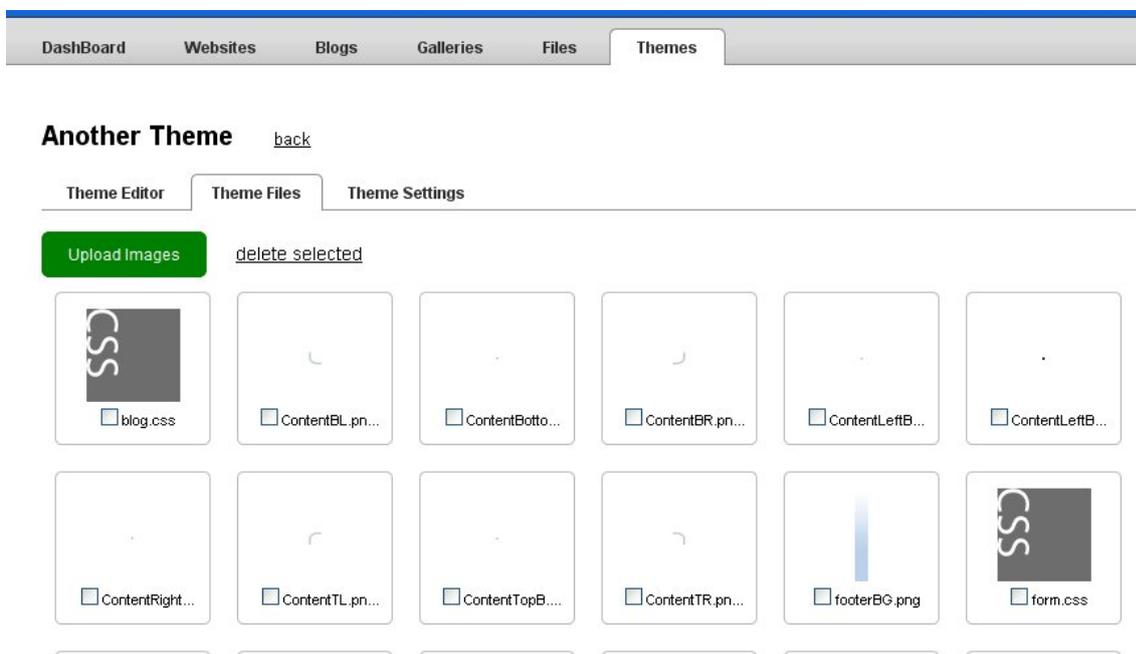
### WHAT IS A THEME?

A theme is a type of template that sets the overall look of a website by setting out the number of columns and background. You can change a theme for the whole website or just for a particular page.

### THE THEME FILES TAB

### UPLOADING AND DELETING A FILE

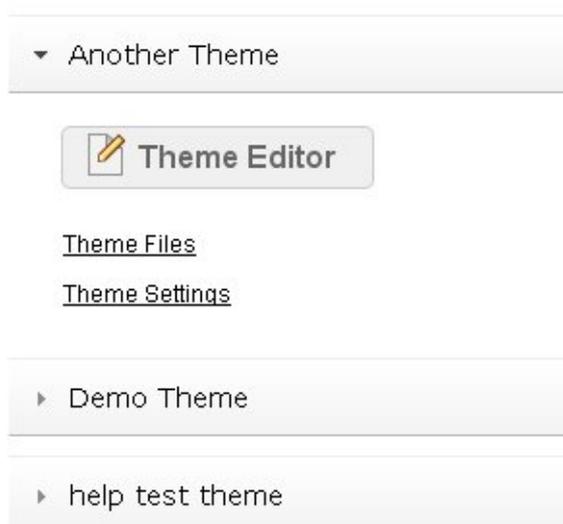
Files for themes are adding and deleted the same way as they are for the [Files](#) section.



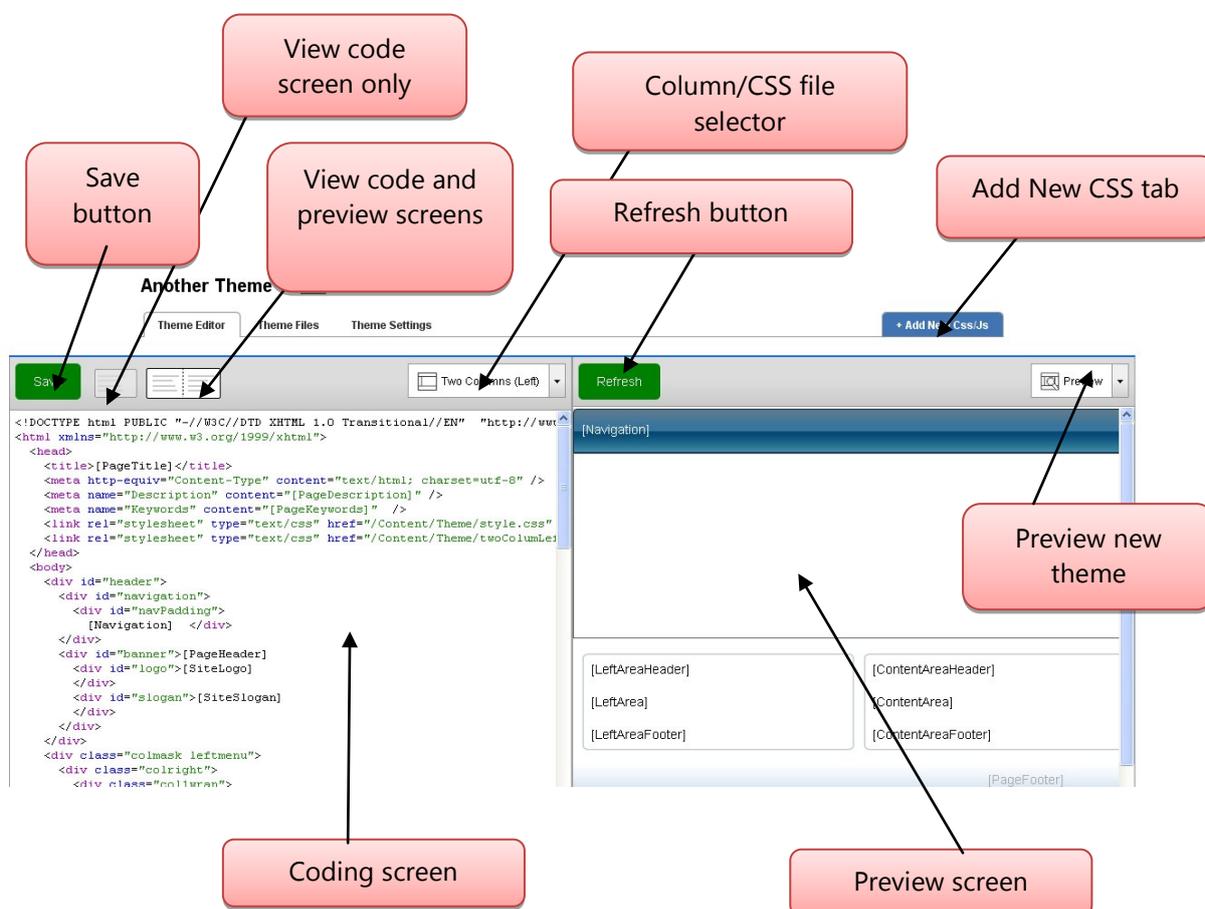
1. Click on the **Upload Images** button.
2. Select the file or files you want to add to your website from the **Select Files** screen and click **Open**.
3. To delete a file. Select the file for deletion by checking the box.
4. Click on the **delete selected** button to permanently remove the file.

## EDITING THEMES

1. You can edit an existing theme by selecting that theme and clicking on the **Theme Editor** button from the main **Files** page.



2. Edit the theme code from the coding screen.
3. Change the number of columns from the **Column selector** box.



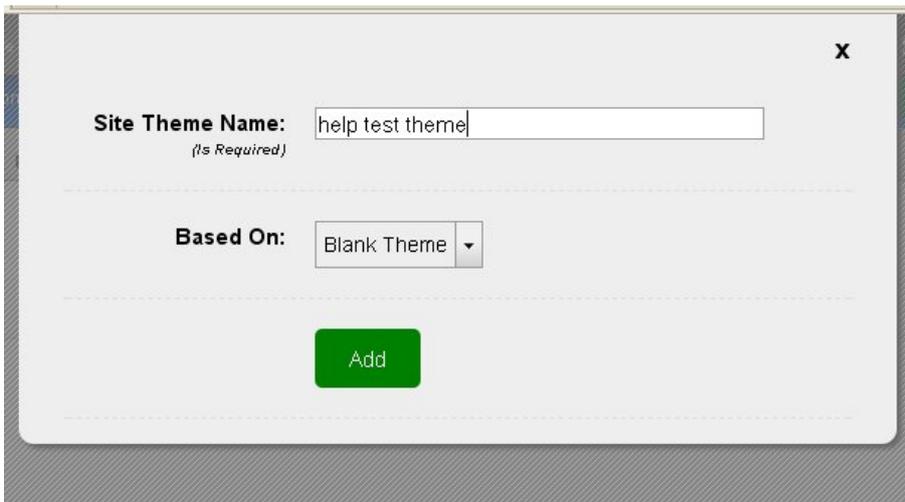
4. To see the theme before it is published clicking on the code and preview screens button – the theme layout is displayed in the right hand Preview screen box.
5. Click on **Save** to apply your changes to the theme.

## ADDING A NEW THEME

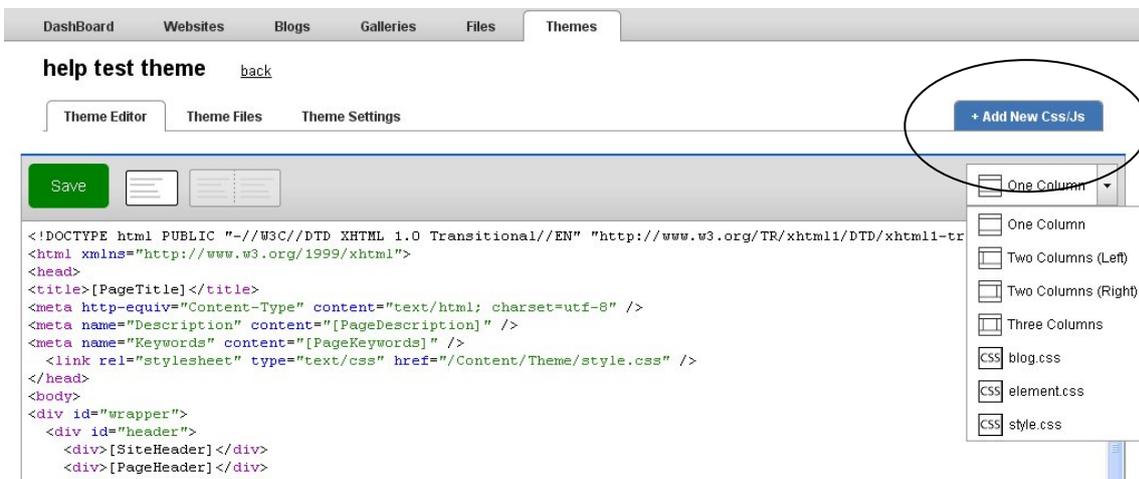
1. To add a new theme click on the **+Add New Theme** button...



This opens the following screen.

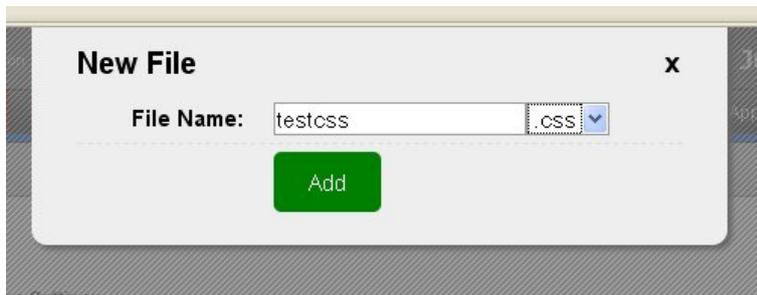


2. Enter a name for the new theme.
3. Select a theme that will act as a template from the **Based On:** drop-down list.
4. Click on the **Add** button to save the theme.
5. Amend the theme from the **Theme Editor** page. For more information on editing see the [Editing Themes](#) page.

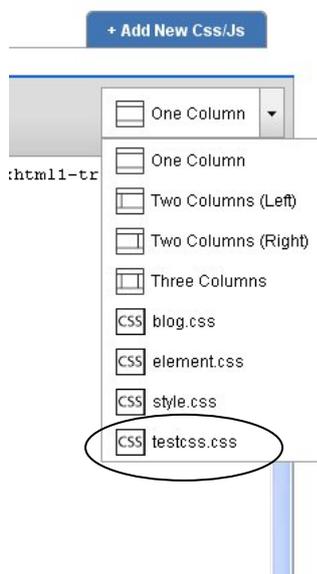


6. To add a new css or javascript file click on the **+Add New Css/Js** button highlighted above.

7. Give the file a name and select the file type of either css or js from the drop-down list.



8. Click on the **Add** button to save the file. You can then select that file from the Preview or Column drop-down lists to use with a theme.



## THE THEME SETTINGS TAB

The Theme Settings tab allows you to set the product images sizes and the thumbnail sizes for the images in the stores that are shown in SiteFront.

## GLOSSARY

Name	Description
Actions	Allows you to change settings and themes for a web page while adding the content.
Album	Albums belong to the Galleries section. Each album can contain a number of media. A gallery can have multiple albums.
Back	Takes you to the last page you were viewing.
Blog	An online diary. Each blog is made up of a number of blog posts.
Blog feed	A list of the last blog post entries for a particular blog on a web page.
Blog post	An entry for a blog.
Breadcrumb trail	A navigation trail to your web page allowing the user to easily track where they are on a website.
Captcha	An application added to a registration form to prove the user is a real person and help prevent spam.
Clipboard	A holding area for already configured items.
Contact form	A form filled in by the user to initiate contact.
Content	The items contained in your web page e.g. text, images, menu items, titles, blogs and widgets.
Css file	The file used to format the pages of your website.
Dashboard	The Home area where information is organised and accessed.
Disqus account	An application that allows other people to comment on your blog post.
Files	Imported images and videos used in your web pages.
Forms	An area on your web page where a user inputs information that is sent back to the Webmaster.
Gallery	A collection of images and/or videos displayed in a webpage.
Homepage	The starting point of a website.
Html	Hypertext markup language. The programming language used by websites to display information online.
Item	A piece of content added to a web page.
Javascript library	A pre-written piece of code that performs a particular function.
Keywords	A word or phrase used to describe a subject used by search engines to identify relevant websites.

Layout	The columns and sections that make up the structure of a webpage.
Login	A form that allows the user to access secure areas of a website.
Media	Used in the Gallery to identify the types of file, e.g. images or videos.
Navigation	The process of moving around a website or webpage.
Page type	Specifies the use of the web page as a blog, store, gallery or standard web page.
Search engine	Computer program used to find information on the web.
Security	Configurable items that allow you to create a login page for users.
SiteFront	The area of the Neetrix system where you can create and edit your websites.
Start/Expiry date	The date the web page becomes visible and is then invisible from the website.
Store	An online shop.
Sub page	Any further pages created after the Home page has been created.
Template	A framework for setting a standard look for pages on a website.
Theme	A template and sets the overall look of a website by setting out the number of columns and background.
Upload	A method of importing files for use on a website.
Web address/URL	Specifies where the website can be found. Usually in the following format: <a href="http://www.neetrix.com/">http://www.neetrix.com/</a>
Website redirection	Sends a user to a different website if the specified address changes.
Widget/snippet	A small application that can be installed and executed by a web user.
Window	A new page opened when a link is activated.