Web Pro Manager: General User Guide

Web Pro Manager is an open-source website management platform that is easy to use, intuitive, and highly customizable. **Web Pro Manager** can be used to easily create and maintain complete Web sites.

Table of Contents

The Web Pro Miami, Inc.   •   **2963 NW 99th Pl., Doral, FL 33172**   •   **(786) 273-7774**   •   **www.thewebpro.com**

Introduction

Welcome to the Web Pro Manager

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

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

- Home

- Sections

- Pages

- Components

- Users

Understanding Sections, Pages, and Components

- **Sections -** *Sections* are similar to folders. They are used to organize *Pages* located on the website into manageable groups. These *Section* "groups" make up the navigation your website's visitors see. Each *Section* can hold an unlimited number of *Pages* and each *Section* can have an unlimited number of *sub-Sections*. Learn how to use Sections in *Chapter 5: Working With Sections*.

- **Pages -** *Pages* are the actual pages of your website. Various types of pages include a ***Homepage***, a ***Content*** page, or a ***Search*** page. In addition, a Link page has been added to the CMS, which is not really a page, but allows for the addition of extra internal and external links to show up in the main or component-based navigation. Learn how to use pages in *Chapter 6: Working With Pages*.

- **Components - *Components*** are the building blocks that make up your pages. *Components* range in design and functionality depending on their intended purpose. You can easily construct many different types of Pages by filling them up with re-usable components.

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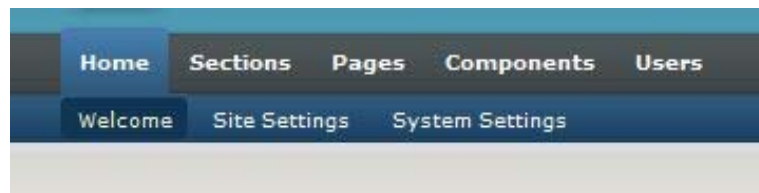

Figure 1.1 The CMS is made up of 5 separate areas and are shown as tabs located in the top navigation bar.

Logging In

To access the Web Pro Manager:

1. Open an Internet Explorer browser window on your PC. You may also use other browser types for access: all latest versions of Firefox, Chrome and Safari are supported.

2. Type your website's address into the Address bar at the top of the browser window, followed by "/manage/" **(Figure 2.1)**, and click *Go*. For example, if your website is xyz.com, then you will type:
    http://www.xyz.com/cms/
    If your website uses a "nested" installation of Web Pro Manager (i.e. in a subfolder), remember to type that address first, followed by "/manage/": http://www.xyz.com/wpm/manage/
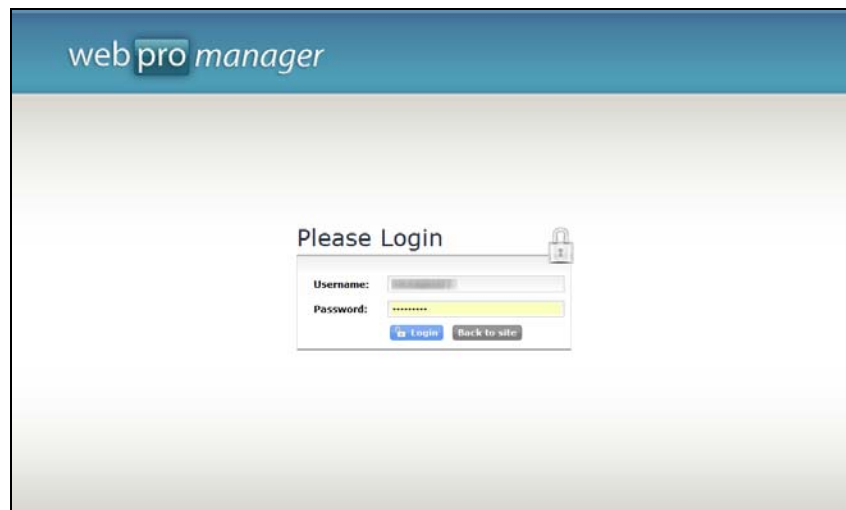

Figure 2.1 *The Web Pro Manager login page.*

3. Enter in your Administrator username (e.g. admin) and password you received for the system in the LOGIN box, then click the *Login* button.

Changing Your Password

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

To change your Administrator password:

1. Login to the Web Pro Manager *(see Chapter 2: Logging In)*.

2. From the *Welcome* page, Click on **Users** in the top navigation to proceed to the **Users** page.   Browse the list of available Users for the system and click the **Edit** button of user you would like to modify **(Figure 3.1)**.

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

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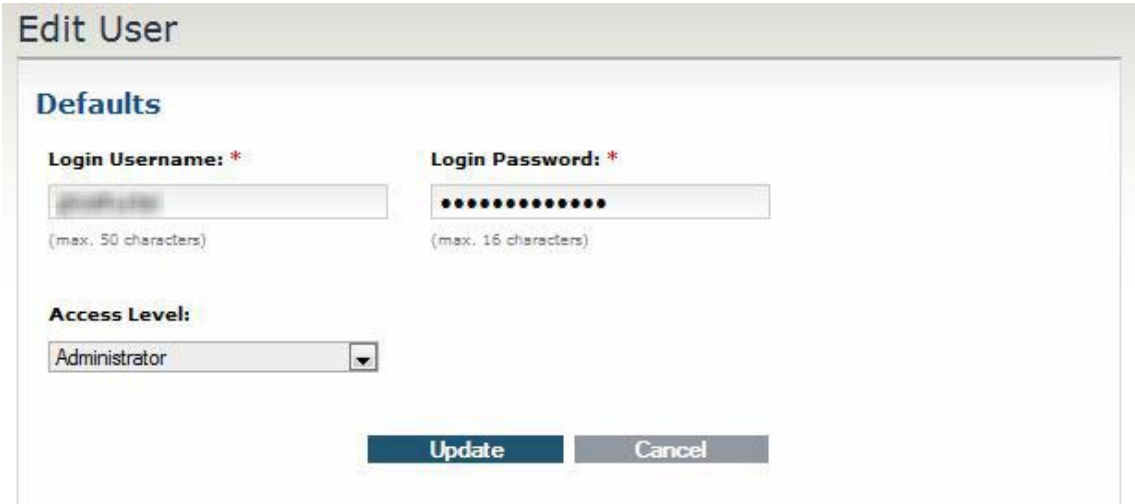

Figure 3.2 *The Edit User box allows you to review and edit a user's information.*

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

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

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

Creating and Editing New Users

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

To create a new User:

1. Login to the Web Pro Manager *(see Chapter 2: Logging In)*.

2. From the *Welcome* page, Click on **Users** in the top navigation to proceed to the **Users** page.

3. Fill in a desired **username** and **password** that the new user can use to access the system **(Figure 4.1)**. After that, choose the areas of the CMS that the new user will have access to by making your selection in the *Choose An Access Level* selection box. Choose *Administrator* if you would like the new user to have total control of the CMS, or choose *Editor* if you would like the new user to have limited control of the CMS. Make sure you give them no more (and no fewer) access rights than necessary to complete the given tasks they are assigned.

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

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

Working with Sections

Understanding Sections

Sections - *Sections* are similar to folders. They are used to organize *Pages* located on the website into manageable groups. These *Section* "groups" make up the navigation your website's visitors see. Each *Section* can hold an unlimited number of *Pages* and each *Section* can have an unlimited number of *sub-Sections*.

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

Figure 5.1 All sections available on your site are listed in the *Sections* area.

Adding a New Section

1. Login to the Web Pro Manager *(see Chapter 2: Logging In)*.

2. From the *Welcome* page, Click on **Users** in the top navigation to proceed to the **Users** page.

3. From the *Sections* area, Click on **Add New** tab, found above the *Actions* column, to open the **Add New Section** box.

4. Type in a name for the new section.

5. Choose the sub-section of the new section from the drop-down list.

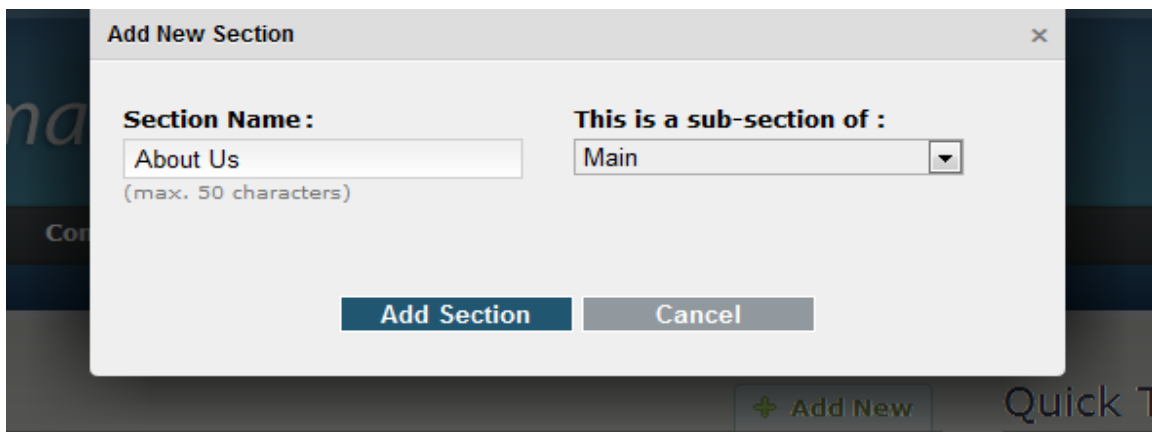6. Click on the *Add Section* button to save your selection.

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

Working with Pages

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

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

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

Adding a New Page

1. Login to the Web Pro Manager *(see Chapter 2: Logging In)*.

2. From the *Pages* area, Click on *Add New* tab, found at the top-right side of the *Pages* box, to open the *Add New Page* box.

3. Type in a name for the new page.

4. If deciding to make the new page a link versus an actual webpage, select *Link* from the *Page Type* drop-down box, otherwise, leave the choice as *Content*.

5. Choose the section of the new page from the drop-down list.

6. Click on the *Add New Page* button to save your selection.

Editing an Existing Page

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

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

Arranging Pages

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

Adding New Content to a Page

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

1. **Simple Text:** This is the main component for adding text to the website. Clicking on the **Advanced Editor** will allow additional formatting and will allow the addition of tables, external links, images, and more to the website.

2. **Feature Text:** This is the same as *Simple Text*, except that a gray background will be added to the text to make the text appear more noticeable on the web page.

3. **Simple Image:** Adds either a linked or non-linked image to the website. It is also possible to mange your **Image Library** from this section.

4. **Basic Nav Box:** Adds a basic navigation component to the website with links corresponding to the navigation chosen in the *Build navigation from* selection box **(Figure 6.1)**.

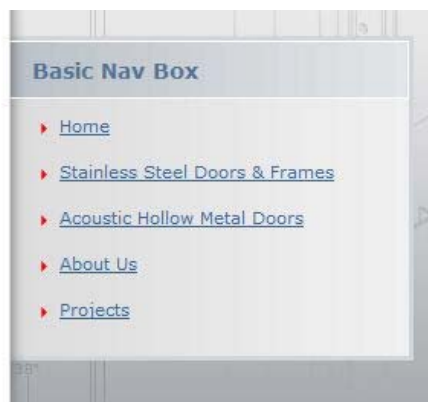5. **Contact Form:** Adds a *Contact Form* to the website **(Figure 6.2)**.

Figure 6.1 *A sample Basic Nav Box component.*

Figure 6.2 *A sample Contact Form component.*

Managing Images

The **WebPro Image Library** can be accessed via any of the *Edit Page* screens, which themselves can be accessed by double-clicking on any page icons on the *Pages* screen. Located on the right-hand side of the *Edit Page* screen is the **Tools** area **(Figure 7.1).** n. Select **Access Image Library** from the *Tools* area.
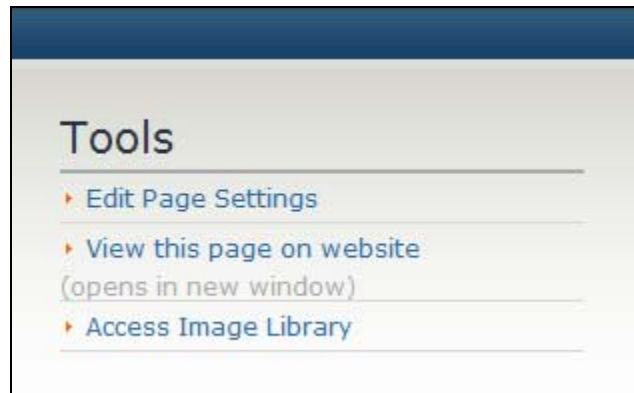

Figure 7.1 *Located on the right-hand side of the Edit Page screen is the Tools area. From here you can select Access Image Library from the Tools area to manage your images.*

The **WebPro Image Library** will now open. You can now add new images as well as remove them from the website. To add a new image, first click on the selection box at the top-left of the page and select which area you would like to add the image to (header, content, background, etc.), then simply click on the **Add New** tab. You can now upload an image from your computer and also re-size the image as needed.

Enabling/Disabling Components

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

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

Site Settings

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

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