



Project: Capsule Skateboards Website
Manual

Client: Capsule Skateboards

OPIUM WORKS

Capsule Skateboards Website Manual

In order to login to Capsule Skateboards Drupal CMS you need to go to:

<http://dev.opiumworks.com/CAP/user/>

** Note that when the website will go live all the urls mentioned in this manual will still be valid if you just replace **<http://dev.opiumworks.com/CAP/>** with your live domain i.e.

<http://www.capsule-skateboards.com/> so the user login page will be <http://www.capsule-skateboards.com/user>

Enter the following information:

Username: capsule_editor

Password: CapSkate001!

After Logging in to the CMS, you will see an administration **bar** at the top of the page. From this bar you can manage the content of the website.

Important Terms used in this manual:

1. **Content Type**: The whole content of the website is organized in various 'Content Types' for better organization and management.
2. **Node**: A Node is an instance of a Content Type, for example 'About us' is one Node of the Content Type 'Basic Page'.
3. **Taxonomy Term**: Taxonomy Terms are used for categorization of your Content.

Managing Any Type of Content

In order to be able to manage your content, make sure the **Manage** option is selected on the top black bar. Then below, just click on the **Content** option. At this screen you can see all the Content of the website.

At the top of this page you can see a button '**Add Content**' through which you can add any type of content. You can also directly add Content when you mouse over (but not click) on the top Content Link mentioned previously.

You can **edit** a node by clicking on the edit button that appears on the right side of each node in the content list. By clicking this button, a form will appear containing the current content of the node. You can change any of those values and then just click on the Save button to submit your changes.

You can also **delete** a node from within the edit form, but also by clicking the right arrow near the Edit button in the Content list.

You can **translate** a node by clicking the right arrow near the Edit button in the Content list. This will bring you to a screen that shows you whether there are translations on the various language for this node. Clicking on the specific language you want, it will bring you to a page with the same form as when you edit, but everything you see here is for the language you clicked on, so you just need to replace what you see in English for example and replace the text in the Russian language (if you have clicked Russian). Currently, you do not have other Language than Greek, but for future reference this is how it is done.

Filters:

At the top of the Content Page, there are some filters which will help you manage your content.

Title: You can type in the title (or part of the title) of the content you are looking for, and click on the Filter button. This will bring you any content that contain the title you entered.

Content Type: You can find content by filtering by the Content Type. For example, if you want to manage Blog, it will be easier to bring only the Blog nodes. If you want to edit Testimonials content type, you can filter and bring only Testimonials.

Published status: Published status will help you to see only content that is published or unpublished. For example you may create a Basic Page but not directly publish it. Then you want to make in published few days later, you can go and filter by the Published Status in order to find it easily, edit it and Publish it.

Actions:

Actions give you the ability to make massive operation to your content, by selecting any number of Content Nodes from the list below. For example, you can delete 5 things at once. However, you need to be very careful with this option as you may delete content by accident and these actions **cannot** be undone.

Taxonomy

Within the website we have the so called Taxonomy Vocabularies. Taxonomy Vocabularies are used for categorising the content of the website. Each Taxonomy Vocabulary is used for a specific purpose. You can go through the Taxonomy page to view and handle the taxonomy vocabularies by navigating to **Structure → Taxonomy** from your administrator top bar. Here, you will see all the Taxonomy Vocabularies of the website. By clicking on the 'List Terms' you can see the terms that currently exist for each vocabulary. You can edit each Term by clicking on 'Edit' link. You can delete a term by selecting the delete link. Finally, you can add a new term by clicking the 'Add term' button on top of the list.

The Taxonomy Vocabularies that are used in Capsule Skateboards Website are the following:

1) Article Categories: Each Category has a Name and a Description (currently this is not used within the website). Note that by editing, adding or deleting anything from within the taxonomy pages, the changes take immediate effect within the fields that refer to them. For example, if you add a new category, this will automatically appear when you create a new 'Blog' in the content types.

2) Business Type: Each Type has a Name and a Description (currently this is not used within the website) which is used in the first stage (Business Information) of the B2B Form.

3) Countries: Each Country has a Name and a Description (currently this is not used within the website) which is used in the first three stages (Business Information) of the B2B Form.

4) Product Categories: Each Category has a Name and a Description (currently this is not used within the website) which is used in the 'Product' Commerce tab. When you add a Product, you can choose in which of the categories want to display your product.

5) Product Type: Each Type has a Name and a Description (currently this is not used within the website) which is used in the 'Product' Commerce tab. When you add a Product, you can choose in which of the types want to display your product.

5) Tags: Tags are used for the Article Blogs which are used in 'Blog' Content Type. Also, displays in each 'Blog' Listing page and in each 'Blog' Inner page.

6) Type of Store: Each Type has a Name and a Description (currently this field is not used) which is used in the first stage (Business Information) of the B2B Form.

Types of Content

The content of the website is separated into several types in order to be organized and easily handled by the administrators and the editors.

The Content types that are used in HTC website are the following:

1) Basic Page

Basic Pages are the pages that exist within your website. For example, 'About us' is one basic page node. So, if you want in the future to add a new page, this is the content type you will need to use. Of course if you add a new Basic Page, this page needs to be somewhere linked (i.e. in the main menu) in order for someone to find it.

Fields:

Title: The title/name for the Basic Page.

Body: Within this field you usually enter the main text of your page. It has a nice editor through which you can add things more than simple text, such as images, embed videos, links, downloadable files etc.

Image: An image shown in the page.

Page Elements / Paragraphs (*): Paragraphs are various types of nice things you can add to your page. We will refer to those Special Page Elements later on this Manual.

2) Blog:

Blog Content Type hosts all the News Articles of Capsule Skateboards.

Fields:

Title: The title/name for the Article.

Body: Within this field you usually enter the main text of your article. It has a nice editor through which you can add things more than simple text, such as images, embed videos, links, downloadable files etc.

Image: Just a single image representing in the Article.

Tags (Ετικέτες): Tags to relate your articles.

Article Category: Indicates in which Article Category this Blog lies on.

3) Google Map Location:

Each node of this content type represents a marker (point) that appears on the Google map. (Currently not used in the website)

Fields:

Title: The name of the Location as it will appear when you click on the map marker.

Body: Not used for this content type.

Latitude & Longitude: those are the exact coordinates of the point as it will appear on map. Those numbers can be found through Google maps.

4) Home Slider:

Home Slider Type hosts the home page top animated slider.

Fields:

Title: The title/name of the home slider.

Body: Within this field you usually enter the main text of your home slider. It has a nice editor through which you can add things more than simple text, such as images, embed videos, links, downloadable files etc.

Image: An image representing in the Home Page Slider.

5) Landing Page:

Landing Page Content Type hosts all the promotions and marketing purposes. (Currently not used in the website)

Fields:

Title: The title/name of the Landing Page.

Body: Within this field you usually enter the main text of your page. It has a nice editor through which you can add things more than simple text, such as images, embed videos, links, downloadable files etc.

6) Testimonials:

Testimonials Type hosts the testimonials content slider (middle of the home page).

Fields:

Title: The title/name of the testimonials slider.

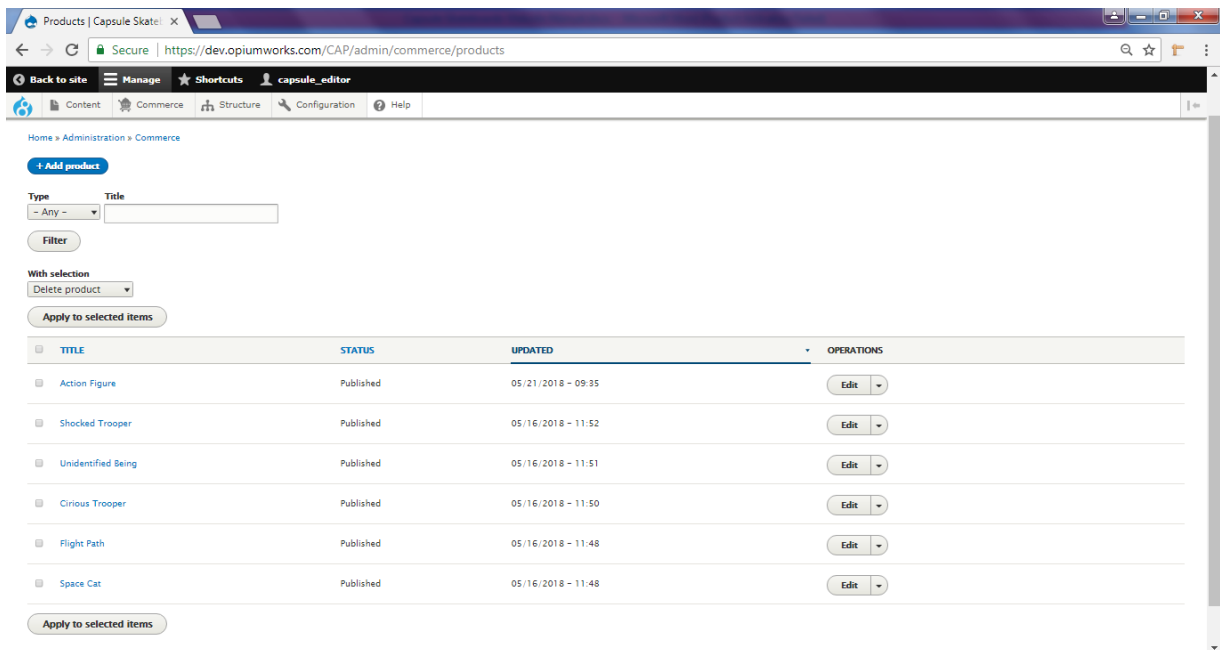
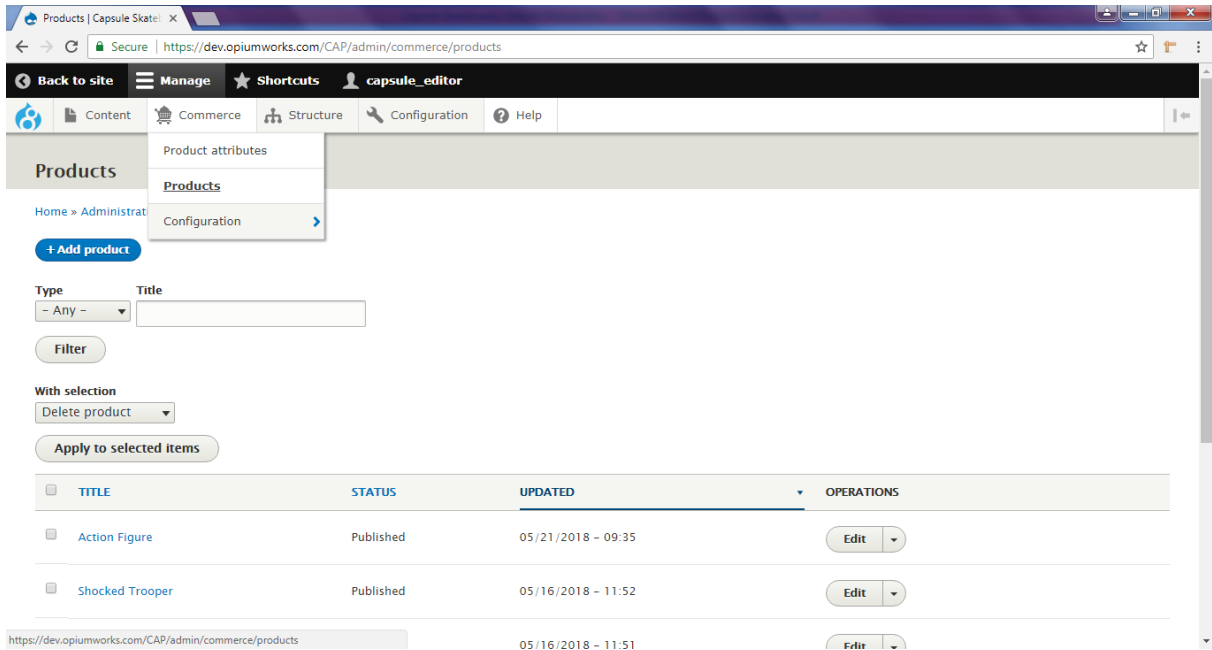
Body: Within this field you usually enter the main text of testimonial slider. It has a nice editor through which you can add things more than simple text, such as images, embed videos, links, downloadable files etc.

Image: An image representing in the Testimonials (Home Page) Slider.

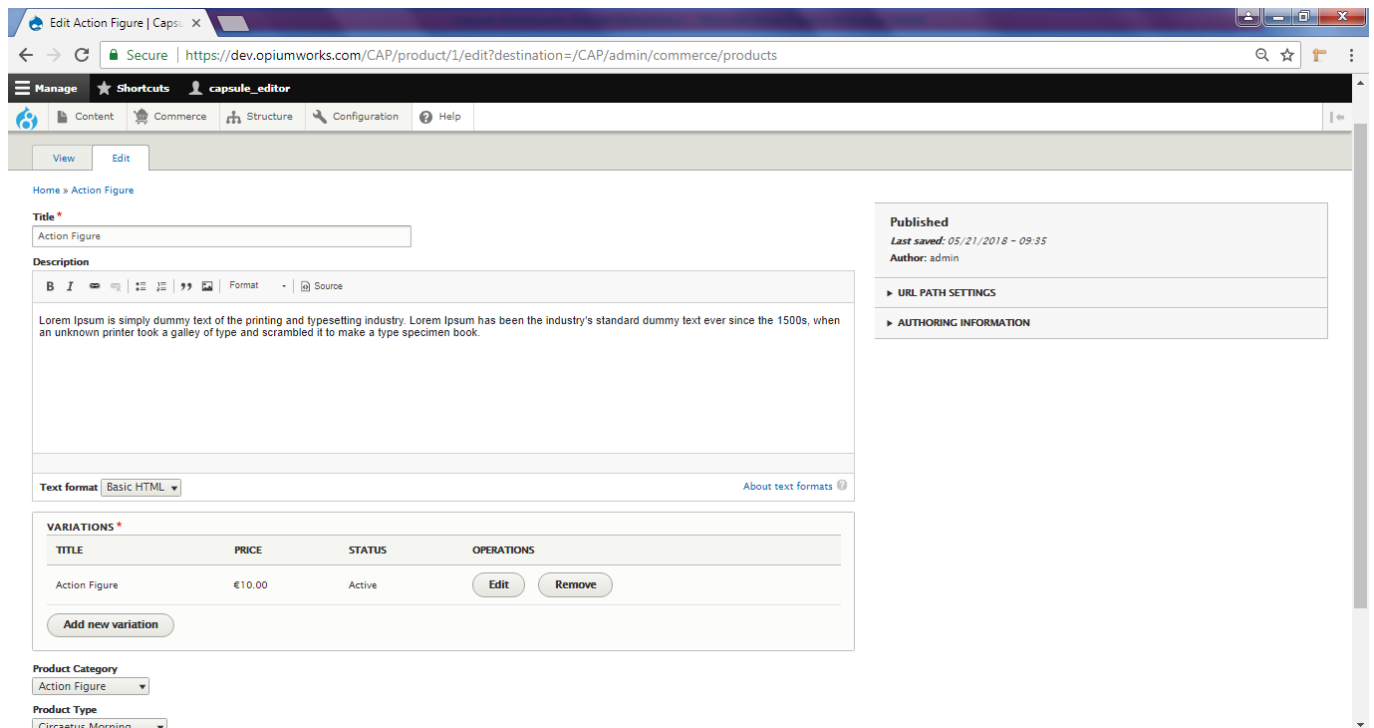
Commerce

Commerce is currently used for products without any prices.

At the administration **bar** at the top of the page you can see the commerce bar. From this bar you can manage the content of the products



You can edit any product that we currently add. Each field has a description below.



1) Products:

Products Type hosts all the Products that the Capsule Skateboards has in the store.

Fields:

Title: The title/name of the Product.

Description: Within this field you usually enter the main text/description of the product. It has a nice editor through which you can add things more than simple text, such as images, embed videos, links, downloadable files etc.

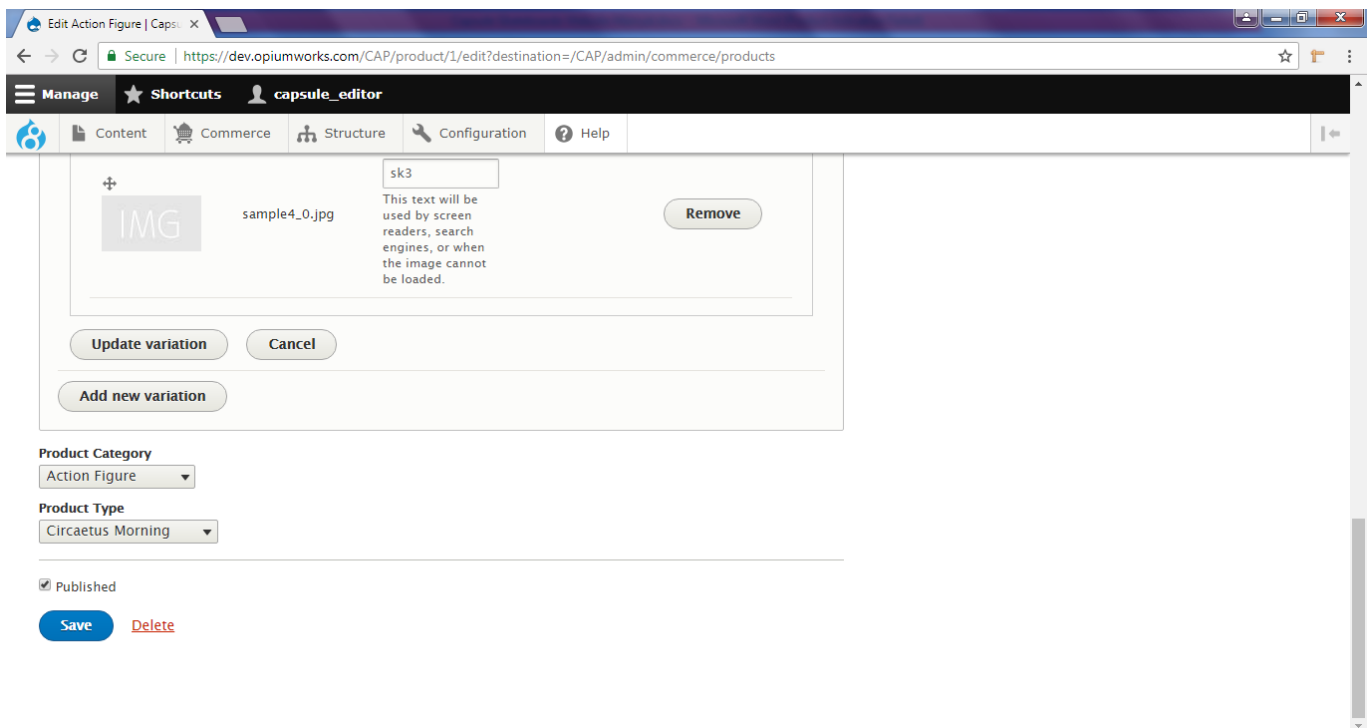
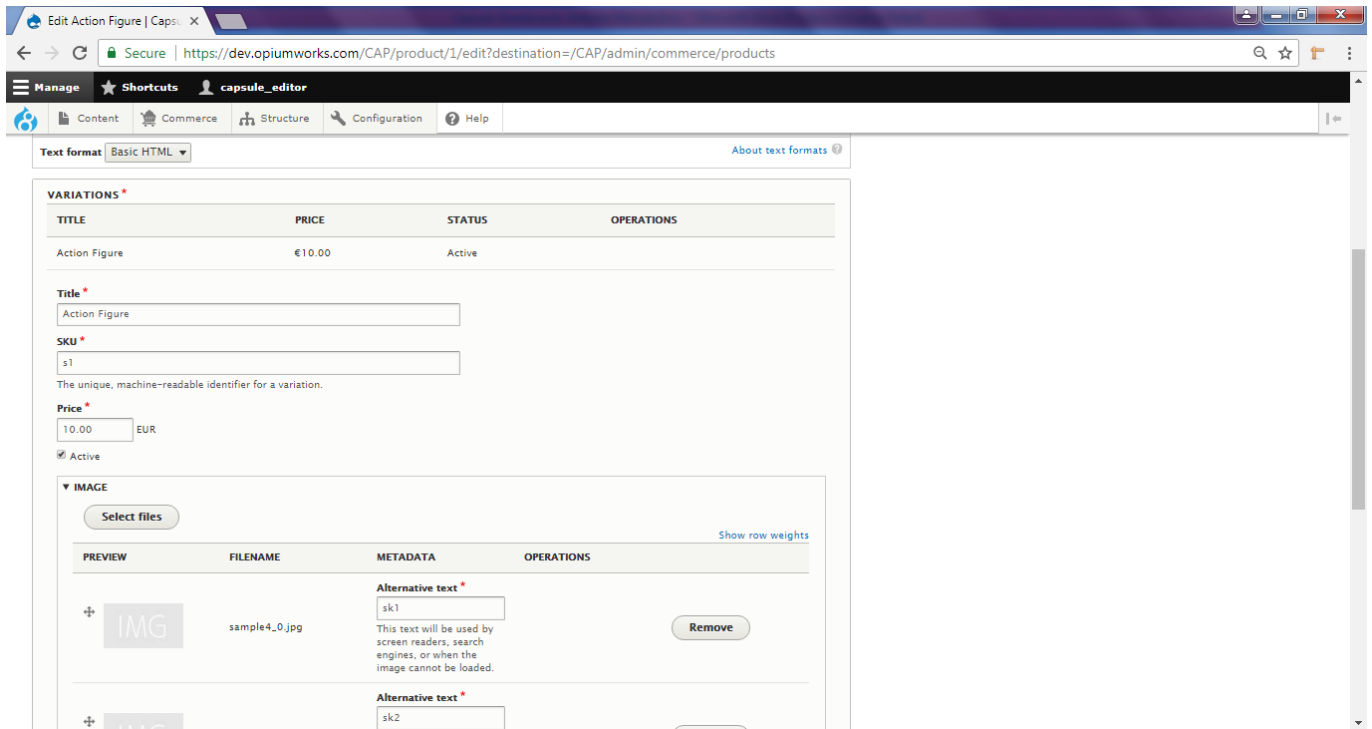
SKU: A unique identifies for a variation.

Price: Indicates the price of the Product. Currently not display on the website.

Image: An image of the product. You can add as much images as you want.

Product Category: Indicates in which Category this Product lies on.

Product Type: Indicates in which Type this Product lies on.



Webforms

Webforms refer to all the forms that exist in the website. In HTC Website there are 2 webforms, the '**B2B Form**' and the '**Contact us**' form. Through the Drupal CMS you can access and see all the submissions for this form at any time. Additionally, we can set up the webform to send an email to you every time there is a submission.

All you need to do is to navigate to **Structure** → **Webforms**, using your top admin bar. By clicking on that link, you will see the list of all the webforms. In each of those webforms there is a link called '**Submissions**' through which you can see the submissions made using this form. For each submission you can find useful information such as the date/time the submission is made, from which page of the website the submission is made (as the forms appear in many pages) and much more.

* Paragraphs

As discussed in previous sections, within Basic Pages there is a field called Paragraphs. Through this field editors can place content in a formatted and nice way.

Paragraphs Types:

- **Accordion**: Accordions are collapsible elements. Accordions have accordion Sections. Each accordion section has a title and inner content. Initially the content of the accordion section is not visible. When the accordion section title is clicked, then its respective accordion section content appears in a nice animated way.
- **Columns (Equal)**: This element helps you to place your content within equal columns instead of having let say a full page text and right after an image. You can have half of the page text and the other half part an image.
- **Columns (Three Uneven)**: This element similarly with the above one, helps you to divide your content but in 3 not equal columns instead of the equal above. When you select this element, you have the option to decide the layout of the 3 columns i.e. 1/4 1/2 1/4 or 1/2 1/4 1/4 etc.
- **Columns (Two Uneven)**: This element is very similar with the above but you place your content within 2 unequal columns instead of 3.
- **Image**: Simply an Image element. Usually it is not being used on its own. It is being used within other elements i.e. within columns elements, or within accordions or tabs.
- **Simple**: The simplest type of Page element. It gives you just an editor to do whatever you want. It is suitable mainly for text and it is usually being used within the other special elements.