



# WELMAN TECHNOLOGIES LTD

Hospitality Software and Web Specialists  
www.welman.co.nz

## CMS (CONTENT MANAGEMENT SYSTEM) QUICK START GUIDE

### 1.0 BEFORE YOU START

#### Are you using an up to date internet browser?

It is important to stay up to date as the internet is constantly evolving. Old browsers can have limitations and security issues. Why not try a modern browser like Firefox or Chrome?



Mozilla Firefox



Google Chrome

### 1.1 LOGGING IN

Click the text link **Admin Login**, found at the bottom of your website.

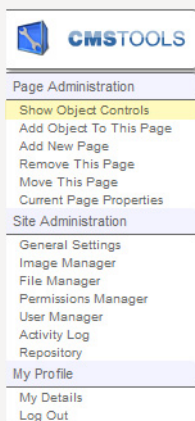
Enter your supplied Username/Password and click the Login button.

The CMS Tools menu will appear at the top of left of your website.

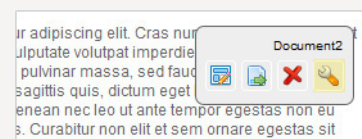


### 1.2 EDITING EXISTING CONTENT ON YOUR CMS WEBSITE

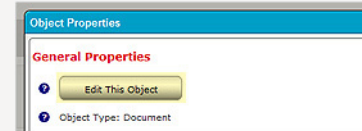
Hover over CMS Tools (top left) to reveal menu. Click **Show Object Controls** to display document editing menus.



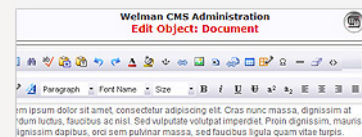
Content that you are able to edit will show a small menu hovering at the top right of the document. Mouse over this menu and click on the spanner to **Edit Object/Properties**.



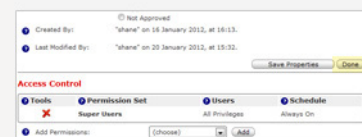
Your documents object properties will pop up. Click the **Edit This Object** button at the top left.



Now you can edit your content. When you are finished editing click the **Save and Exit** button.



You will return to the Object properties window. To exit click **Done**. If your document has just been created you will need to set the content to go live - follow the instructions on page two.

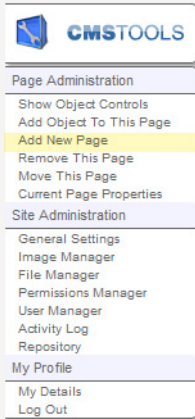




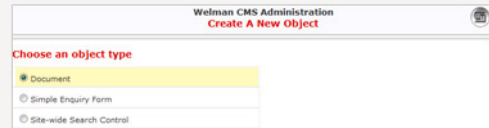
## CMS (CONTENT MANAGEMENT SYSTEM) QUICK START GUIDE

### 2.1 CREATING NEW CONTENT ON YOUR CMS WEBSITE

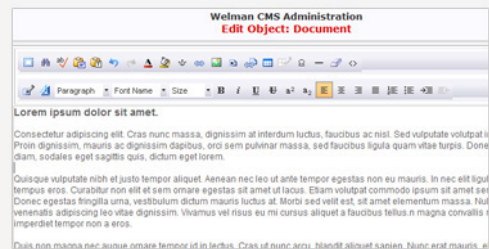
Login to your website.  
Hover over CMS Tools  
(top left) and click **Add  
Object To This Page**.



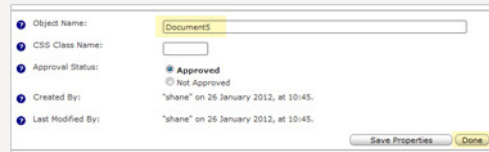
Choose an object type.  
**Document** is selected by  
default. Press OK to continue.



Enter your new content in the  
editor as you would a normal  
word processor (*features of  
the editor are further explained  
in our in-depth documentation*).  
Press the **Save and Exit** button  
when you are finished.



You will now see your document  
properties. You can name your  
document if you like. Press the  
**Done** button to return your  
website.



### 2.2 MAKING YOUR NEW CONTENT 'LIVE' ON YOUR WEBSITE

**YOUR NEW CONTENT HAS NOW BEEN CREATED  
BUT IS NOT YET VIEWABLE TO THE PUBLIC.**

You should now see your new content has been added to your website in the default content area. By default your new content is not live to the public until the documents permissions are set. This will be useful for you as you are adding and perfecting your new content, until you are happy for the content to go live. If you're ready for the content to go live proceed to the next step.

Just like Step 1.2: with object controls turned on, click the  
spanner icon to **Edit Object/Properties**.

Under **Access Control Add Permissions**: click the drop down  
menu and select **Public Read Always**. Click the **Add** button.

Public Read Always will now be added to the Access Controls  
and a red note above will remind you the document is now  
public. Click **Done** to return to your CMS website.

