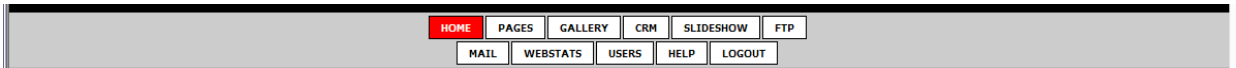


## CMS Usage



### Home:

Contains brief information about the CMS (Content Management System)

#### Home - About the CMS (Content Management System)

CMS (content management system) is a web-based content management application written in PHP/MySQL. As the name implies, a content management system is just that, a system for managing the content of a page or site. It allows us to have a website and maintain its content without having to bother with or know anything about programming.

To get help for CMS click [here](#)  
If you have a question that is not answered there please contact us:

- E-mail: [support@webfullcircle.com](mailto:support@webfullcircle.com)
- Phone: 980.322.0518 ext 104
- Emergency e-mail (this should only be used if a site is down or there is a critical emergency): [emergency@webfullcircle.com](mailto:emergency@webfullcircle.com)

**Pages** - add/edit/delete single pages for your website  
**Gallery** - add/edit/delete pages with galleries of images or products, in a hierarchized way  
**CRM** - create a directory of companies and members  
**SlideShow** - create a slideshow with 10 pictures, that will fade out randomly  
**FTP** - upload files to your website, and use them on the other sections of your website  
**Mail** - have all the information you need to access your admin e-mail account  
**Webstats** - have all the information to view the stats for your website

### Pages:

Clicking on "Add Page" button enables users to add a new page that contains a content editor which has same usage features as Microsoft Word.

ACTIONS	ACTIVE	TITLE	PAGE NUMBER	SHOW IN FOOTER
	<input type="checkbox"/>	About Us	3	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	Contact Us	2	<input checked="" type="checkbox"/>

### Gallery:

Clicking on "Add Category" button enables users to add a new Category aka Gallery page that contains a content editor which also has the same usage features as Microsoft Word.

Within the Gallery page, users can add more gallery pages as sub-pages or a more simple way to say it: adding pages within pages.

Clicking on "Add Item" button also enables users to add new page except Item pages cannot have subpages.

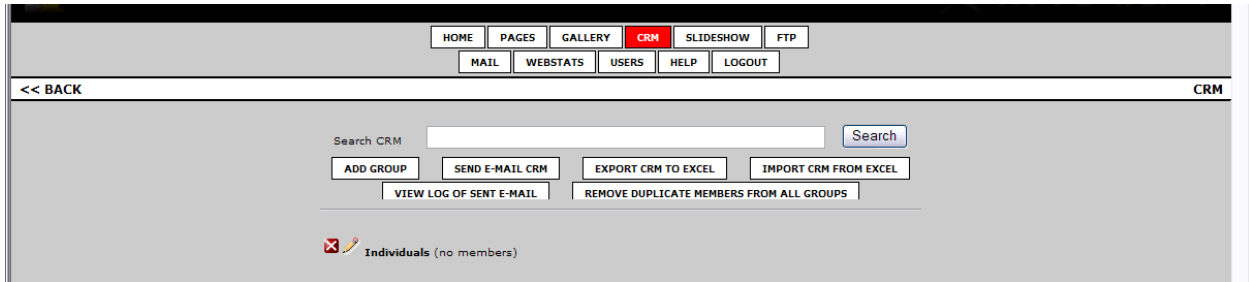
ACTIONS	ACTIVE	TITLE	ITEMS	PARENT	CREATED	MODIFIED	SHOW IN FOOTER
	<input type="checkbox"/>	About Our Staff	0	Root	10/25/07 01:47 PM	10/29/07 05:12 PM	<input type="checkbox"/>

ACTIONS	ACTIVE	TITLE	ITEMS	PARENT	CREATED	MODIFIED	SHOW IN FOOTER	ORDER
	<input type="checkbox"/>	Pathologists	0	About Our Staff	10/25/07 01:48 PM	10/25/07 01:48 PM	<input type="checkbox"/>	↓

**CRM:**

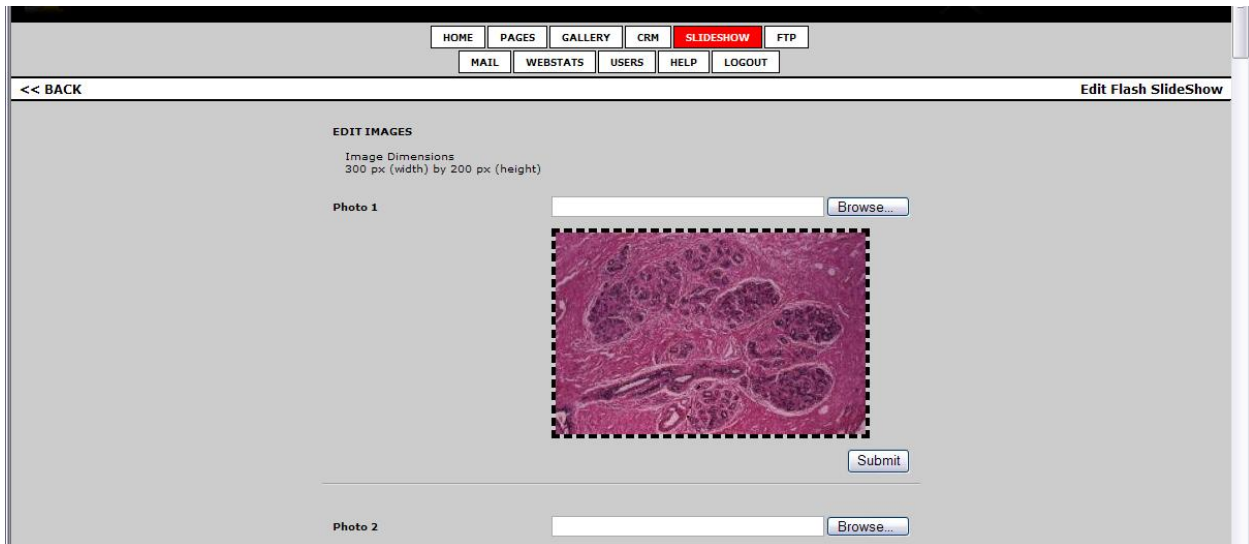
Enables users to create a list of people and their email addresses to have daily, weekly, monthly newsletters, announcements, calendars sent to them.

Users may create groups of people to CRM to or may send to individuals.



**Slideshow:**

Users can upload multiple images to appear on the pointed location of their website. Images transition to the next



**FTP:**

Enables users to upload files onto their server.

HOME PAGES GALLERY CRM SLIDESHOW **FTP**

MAIL WEBSTATS **USERS** HELP LOGOUT

FTP -> http://67.199.17.35/uploads/filename.fileExtension

<input type="checkbox"/>		SpecimenRejected.pdf	-rw-rw-rw-	user	group	Nov 08 13:55	91K			
<input type="checkbox"/>		SubspecialtyPathologyServices.pdf	-rw-rw-rw-	user	group	Nov 07 14:14	14K			
<input type="checkbox"/>		SupplyOrderForm.pdf	-rw-rw-rw-	user	group	Nov 09 10:45	124K			
<input type="checkbox"/>		Surgical.pdf	-rw-rw-rw-	user	group	Nov 07 12:06	260K			
<input type="checkbox"/>		WTVI.pdf	-rw-rw-rw-	user	group	Nov 07 12:06	9K			
<input type="checkbox"/>		triplestain_pressrelease.pdf	-rw-rw-rw-	user	group	Nov 07 12:06	55K			

Download

Create Directory

Upload File:

**Mail:**

Gives brief information on where to login to their email domain, what they can do as the Administrator of the email domain and explains how to set up e-mail in Outlook or Outlook Express

HOME PAGES GALLERY CRM SLIDESHOW **FTP**

**MAIL** WEBSTATS USERS HELP LOGOUT

Mail

Go to here: <http://mail.pascharlotte.com/>  
**Administrative Login:** cms@bowerswebmedia.com  
**Pass:** cmsdougie  
 Things you can do:  
 1. Add email addresses  
 2. Change passwords  
 3. Forward, alias  
 4. etc  
 After logged in, go to Settings > Email Accounts to Manage

Support:  
 Email > Settings and Functions  
 Setting up e-mail in Outlook  
 Setting up e-mail in Outlook Express

**Webstats:**

Contains link to an outside website with login information for user to check the amount of times a visitor has visited their website or a certain page within their website

HOME PAGES GALLERY CRM SLIDESHOW **FTP**

MAIL **WEBSTATS** USERS HELP LOGOUT

Webstats

[Click here to view your Webstats](#)

**Webstats Login Information:**  
 Site ID: pascharlotte.com  
 Login: admin  
 Pass: admin1

Support:  
 Web Stats > How to read Them

**Users:**

Contains a list of users who have permission to access the CMS.

HOME PAGES GALLERY CRM SLIDESHOW **FTP**

MAIL WEBSTATS **USERS** HELP LOGOUT

Users (1)   Filter by: Show All Users

ACTIONS	ACTIVE	USER	NAME	EMAIL	LEVEL
	<input type="button" value="YES"/>	admin	Administrator	rep@pascharlotte.com	superadmin

**Help:** (Currently blank)

**Logout**