# Swiiit User Guide

09/11/2016



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# **Getting Started**





## **Overview of Main Tools**



| Main Tool   | Functionalities   |  |
|-------------|---|--|
| Edit        | <ul> <li>Enable rich-text editor to increase font size or colour</li> <li>Store document-like images before inserting them<br/>into the webpage</li> <li>Customise webpage using HTML</li> <li>Insert banner at the top of the webpage</li> </ul> |  |
| Apps        | <ul> <li>Insert built-in apps such as</li> <li>Event calendar</li> <li>RSS feeds</li> <li>Page counter</li> </ul>   |  |
| Layout      | Apply different layout templates  |  |
| Themes      | <ul> <li>Apply different design templates (only applicable to<br/>personal websites)</li> </ul>   |  |
| Clips       | <ul> <li>Move a web page to another location within the website</li> </ul>  |  |
| Site        | <ul> <li>Enable drop-down list and print version, and check<br/>usage quota</li> </ul>  |  |
| Toggle icon | Toggle between editing and preview mode   |  |

# Webpages

## Main pages (Sections)

1. To create a **Section**, click the <sup>1</sup> tab on the **Navigation Bar**.

| MY JOURNEY  | 🖩 Opal User 1 🔰 🖈 🗘                                   |
|-------------|---|
| OPALUSER1   | Opal User 1 • ePortfolio • Blog • <section></section> |
| Opal User 1 |   |
| <b>CD</b>   |   |

2. Type the **Title** of the **Section** and click **OK**. There are 2 options available for creating a Section:

| Option   | Description                                     |  |
|--|---|--|
| Basic page   | To create a web page                            |  |
| Select from Templates To set a page as a template (Only applicable |   |  |
|  | web page has previous technical customisations) |  |

| Create new section    |  |
|-----------------------|--|
| Title:                |  |
| Basic Page            |  |
| Select from Templates |  |
| OK Cancel             |  |

3. The Section will be created and displayed on the Navigation Bar.

#### **Rearrange Sections**

1. To rearrange the sequence of the Sections on the Navigation Bar, click the Arrows

icon and rearrange them in any sequence you like.

#### **Subpages**

1. Subpages are pages within a Section. To create Subpages, click the tab that is

designated to create **Subpages**. The tab for **Subpages** is located between the sidebars.

|                             | Opal User 1 • ePortfolio • Blog • Hobbies • Contact me |
|-----------------------------|--|
| aal <u>User 1</u> > Hobbies | Sidebar A  |
| obbies 📼                    | Cooking     South     Anetrainment     Mohadee         |
|                             | Sidebar B  |
| (                           | alUser1 > Hobbies                                      |

2. There are 3 options available to creating a **Subpage**:

| Option                | Description                                       |  |
|-----------------------|---|--|
| Basic page            | To create a web page                              |  |
| Separator             | To add a divider to categorise subpages           |  |
| Select from Templates | To set a page as a template (Only applicable if a |  |
|                       | web page has previous technical customisations)   |  |

| Create new page       |  |
|-----------------------|--|
| Title:                |  |
| Basic Page            |  |
| Separator             |  |
| Select from Templates |  |
| OK Cancel             |  |

- 3. Select the corresponding checkbox and click **OK**.
- 4. If you want to arrange the sequence of the **Subpages**, click the **Arrows** icon.

| MY JOURNEY                   |          |  |
|------------------------------|----------|--|
| DPALUSER1                    |          |  |
|                              |          | Opal User 1 • ePortfolio • Blog • Hobbies • Contact me |
| <u>Opal User 1</u> > Hobbies |          |  |
| Hobbies                      |          | Cooking  |
|                              | <b>T</b> | Sports   |
|                              |          | (+ I)  |
|                              |          |  |
|                              |          |  |
|                              |          |  |
|                              |          |  |
|                              |          |  |
|                              |          |  |
|                              |          |  |
|                              |          |  |

## Change the Title of a Webpage

Besides appearing on the **Navigation Bar**, the **Title** of a webpage will also appear in the first main block of content.

| Ref 😰 😰 Files Symbols Icores Physes EditHTML Masthead  | Edit Apps Layout Th  | 🌮 👿 🎯<br>emes Clips Site |
|--|--|--------------------------|
| Julian Tay • ePortfolio • Blog • Cooking • Family  | Contact me • Sitemap • My Folio • Others • RSS   | ■Contact me 🙁 🚖          |
|  |  |                          |
| Contract me<br>Map Sat Ter Earth<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>U<br>H<br>H<br>H<br>H<br>H<br>H<br>H<br>H<br>H<br>H<br>H<br>H<br>H   | My Address:<br>33 Ubi Avenue 3 #08-72<br>Vertex, Tower A<br>Singapore 408668<br>Mobile: +65 59748-0931<br>Fax: +65 6634-0612<br>Hotline: +65 6848-8900 |                          |
| And the second s |  |                          |
| Akina Bapaiat<br>Congle<br>Akina Bapaiat<br>Chardo<br>Map data 62012 Google, MapT, Urban Redevelopment Authority - Terms of Use  |  |                          |

- 1. To change the **Title** of a webpage, activate the cursor by clicking the title located in the block of content.
- 2. Type the new **Title** and refresh the webpage or go to another webpage within this website to save the changes.

#### **Delete Webpages**

1. To delete a webpage, click the **Delete** icon located at the bottom right of the **Toolbar Menu**.

| Format My Folios Files | Ω 33 🕅 ↔ 🚄<br>Symbols Icons Parylis Edit HTML Mastlead |   |                | n 🖉 🚰      | s Layout | Themes | Clips   | @<br>Site |   |
|------------------------|--|---|----------------|------------|----------|--------|---------|-----------|---|
| 1 Delete this page.    |  | н | lome • ePortfo | lio • Blog | • Hobbie | G = 1  | Reading | 8 *       | ٥ |
|                        | Home > Hobbies > Reading                               |   |                |            |          |        |         |           |   |
|                        | Reading  | Ð |                |            |          |        |         |           |   |
|                        | <b>(D)</b>   |   |                |            |          |        |         |           |   |
|                        |  |   |                |            |          |        |         |           |   |
|                        |  |   |                |            |          |        |         |           |   |
|                        |  |   |                |            |          |        |         |           |   |
|                        |  |   |                |            |          |        |         |           |   |
|                        |  |   |                |            |          |        |         |           |   |
|                        |  |   |                |            |          |        |         |           |   |

#### **Page Options**

1. To access the properties of a web page, click the **Options** icon located at the bottom right of the **Toolbar Menu**.

| Format My Folios Files | Ω 👫 🞇 📣 🕍<br>Sympols Icons Pinyins Edit ITML Masthead                             | Edt A  | 💼 🍺 🌮 🔜 🎯 📘                  |
|------------------------|---|--|------------------------------|
|                        | Julian Tay's Website!   | Julian Tay · ePortfolio · Blog · Cooking · Family · Contact · Sitemap · My Folio                       | Ven<br>Tence<br>Others + RSS |
|                        | <u>Julian Tay</u> > Family  |  |                              |
|                        | Family  | Ð  |                              |
|                        | My Family   |  | 8.00                         |
|                        | My family consists of my wife, two child<br>with good company while I am at work. | ren, Alice and Forrest, and a lovely dog, Rover, who looks after the safety of my children and help to | o provide them               |

2. A series of options will be shown: **Properties**, **Search Engine Optimization (SEO)** and **Customize**.

#### **Properties**

| Format My Folios Files Symbols Icons Pinyins Edit HTML   | Masthead  | /<br>Edit | Apps | Layout | Themes | Clips | @<br>Site |  |
|--|---|-----------|------|--------|--------|-------|-----------|--|
| Page Options         Visibility         Advanced           Properties         If the         Page group           SEO         If the         If the           Lock         If subpage         If subpage | Show page in this website's calendar app (if exists)         Display this page on these dates           Start date         28 × Dec         2012 × + × × ×         5 × × ×           End date         28 × Dec         2012 × + × × ×         5 × × × |           |      |        |        |       |           |  |

| Properties                       | Functionality  |
|----------------------------------|--|
| Lock                             | Restrict public from viewing a page                        |
| Visibility                       | Hide Title, Sections, Subpages                             |
| Show page in calendar app        | Add a page to the calendar                                 |
| Display this page on these dates | Allow visibility of a page on certain dates                |
| Skip to first subpage            | The main page will automatically skip to the first subpage |
| Page group                       | To toggle between subpages displayed on the webpage        |

#### Search Engine Optimisation (SEO)

| Format My Folios Files Symbols Icons Pinyins Edit HTML | Masthead   |              |   | /<br>Edit | Apps | Layout | Providence of the second secon | Clips | ©<br>Site |
|--|--|--------------|---|-----------|------|--------|--|-------|-----------|
| Page Options Meta-Description (Excerpt)                | Meta-Keywords                                      | H1/Title     | : Family  |           |      |        |  |       |           |
| Properties   |  | Friendly URL | : http://journey.opalstage.url3.net/julian/family |           |      |        |  |       |           |
| SEO  | 7/2  |              |   |           |      |        |  |       |           |
| Customize  | Keywords (separated with comma) for search engines |              |   |           |      |        |  |       |           |

| Properties       | Functionality  |
|------------------|--|
| Meta-Description | You can insert a short description of the website<br>here.<br>This will allow search engines to match and rank<br>your page during a search query based on a<br>short description of a web page. |
| Meta-Keywords    | Allow search engines to match and rank your page during a search query based on the key words you have inserted.   |

#### Customise

This will allow you to customise your webpage even further by creating additional codes. *Note: the extra codes will only be applied to this page.* 



- 1. Mouse over Extra Head and click on the Edit
- 2. Insert the required extra items, and refresh the page to save and view the added items.

#### **Actions - Page Redirection**

This will allow you to customise your webpage even further by creating additional codes.



- 1. Click on Actions on the left, under Page Options.
- 2. Select the radio button, **Redirect to URL**, and insert the URL that the user should be redirected when they access the page.
- 3. Refresh the page to save.

## Move a Page to another Location

1. Go to the web page (For example, web page A) and click the **Star** icon located at the bottom right of the Toolbar Menu to **Mark for Move**.

| Format My Folios Files | Symbols Icons Parylins Edit IITML Masthread   |   | 🖌 🇰 🇊 🌮 🧱 🔮  |
|------------------------|---|---|--|
|                        | Julian Tay's Website!   | ulian Tay   | Discover<br>Experience<br>Hearn<br>Wyfolio · Others · RSS += |
|                        | <u>Julian Tay</u> > Family  |   | <i>.</i>   |
|                        | Family  |   |  |
|                        | My Family   |   | S & O  |
|                        | My family consists of my wife, two children, Alice and Forrest, and a lovely o<br>with good company while I am at work. | log, Rover, who looks after the safety of my children | n and help to provide them                                   |

2. Once it has been marked for move, click on the **Toolbar Menu** to show the selected web page to be moved (web page A).

| Hobbies | ]          | C Edit Apps | Jayout Th | emes Clips | @<br>Site |     |
|---------|------------|-------------|-----------|------------|-----------|-----|
|         | MY JOURNEY |             |           | Hobbie     | s 🛛 🙁     | * 🌣 |

3. Select the web page and a pop-up window will open to prompt for your action.

| ts | Subject information Programs Events |   |
|----|-------------------------------------|---|
|    | SmartPaste™                         | Ī |
| nt | Paste as                            |   |
|    | OK Cancel                           |   |

4. You can either paste the selected web page as a **Section** on the **Navigation Bar** or a **Subpage**. Click **OK** once you have selected the option.

# **Content Creation**

#### Input text

1. Click the main block of content to insert text into the web page.

| Cooking<br>Click to edit TEXT. | (+=) | GD |  |
|--------------------------------|------|----|--|
|                                |      |    |  |
|                                |      |    |  |
|                                |      |    |  |

2. Blocks are like paragraphs in a passage. To add more main blocks of content, click the

tab that is located at the bottom of the block.

| my school and maintain a web page for the department.<br>I love teaching children physics and introduce them to the am  | azing Universe.    | Email<br>Years in service<br>Teaching subjects<br>ofessional interests   | juliantay@moe.edu.sg<br>8 years<br>Physics, Chemistry<br>Action research, use<br>of ICT in class               |
|---|--------------------|--|--|
| I graduated from National Unversity of Singapore with a B.S (Physics).  | Re                 | cent update<br>Blank Showcase nev  | S<br>V 2 hours ago   |
| My Primary hobbies are amateur astronomy and owns an iMac. I<br>also own a a big 13" Dobsonian telescope. Through it I have seen<br>all the planets except Pluto and about two-thirds of the Messier<br>List. I've seen Mars and Jupiter rotate, watched Mars' polar caps<br>come and go, tracked several comets, and observed galaxies,<br>globular clusters, open clusters, reflection and absorption<br>nerbulae, supernova remnants, planetary nebulae, quazars, and<br>plenty of double and multiple star systems. |                    | Others new 1 day av<br>ST Accreditation ne<br>Ululan Tay new 2 da<br>ePortfolio new 13 o<br>Thursday showcase<br>Baking new 17 days<br>Social Media Course<br>days ago<br>My Folio new 19 da<br>Family 27 days ago | po<br><b>v</b> 2 days ago<br>ys ago<br>ays ago<br>new, 13 days ago<br>ago<br><u>Showcase</u> new, 19<br>ys ago |
| My Family   | <mark>8</mark> @ 0 |  |  |

- 3. To arrange the main blocks of content, click the **Arrows** icon that is located at the top right of every main block.
- 4. To delete a main block, click the **Delete** tab that is located at the top right of every main block.

#### **Edit Text**

1. To edit text e.g. change the font size or font type, click the **Edit** icon on the **Toolbar Menu** and a set of tools will be displayed on the left side of the **Toolbar Menu**.

2. Click the **Format** icon on the left side of the **Toolbar Menu** to enable the **Rich-text Editor** to be displayed. (*Note: Do remember to refresh the page or go to another webpage within the website to save the contents*).

Edit Apps Layout Themes Clips Site

## **Create a Text Hyperlink**

B ≥ x'=

- 1. To create a hyperlink for text, click the **Hyperlink** icon on the **Rich-text Editor**.
- 2. Upon clicking, a pop-up window will open for you to enter the URL. To open the URL in a new window, click the corresponding checkbox.

| Edit Link                                    | د                                |
|--|----------------------------------|
| Text to display:                             |                                  |
| Link to:<br>• Web address<br>• Email address | To what URL should this link go? |
| OK Cancel                                    |                                  |

(*Note:* Do remember to refresh the page or go to another webpage within the website to save the contents).

## **Upload Documents/images**

Before you can insert an image/video/document into a web page, you will need to upload the files onto your website. Do compress the file size before uploading to reduce the loading time.

1. Click the **Edit** icon on the **Toolbar Menu**. A set of sub tools will be displayed on the left side of the **Toolbar Menu**.



2. Click the Files icon on the left side of the Toolbar Menu to access the Files Manager. Click Upload to upload your files.





1. Alternatively, you can click the **Add folder** Add folder icon to create folders to categorise your files before uploading.

| 📰 🙆 🙆 SY 🔛 🗢 🖆<br>Format My Folios Files Symbols Icons Privins EditHTML Masthead | <i>i</i><br>Edit | Apps | Layout | Themes Olipe | ie Site          |
|--|------------------|------|--------|--------------|------------------|
|  |                  |      |        | Up           | ad Add folder    |
| Auto Personal za das<br>Silénov – 7765284 2G<br>eo – Squid                       |                  | _    | _      | De<br>E Fan  | ete<br>ily 🗴 🖈 🗘 |
| Testing testing 123 223 23 Add: Folder   |                  |      |        |              |                  |
| Folder name  |                  |      |        |              |                  |
| Submit Cancel  |                  |      |        |              |                  |



2. After which, click the **Upload** icon to upload your files from your computer.

The website supports over 30 file types, including Microsoft office documents and zip folders.

If you have over 50 images or files to upload, you can transfer them into a zipped folder and upload onto the website.

#### **Insert Documents/images**

1. To insert images or documents, simply drag and insert into the block of content.



- To align the inserted image with the text or change the image resolution, mouse over the image to display the Settings to like the image to display the Settings to display the Setting to display the Setting
- 3. Click the corresponding **Alignment Exampl** icons to align the image to the left, right, centre or to stretch the width of the image.
- 4. Click the **Options** tool to change the image resolution.
- 5. To remove the image from the webpage, click the **Delete** icon.



#### **Replacing inserted images**

1. To replace images that have been placed, drag and drop the image to the image that is to be replaced.



#### **Create an Image Hyperlink**

- 1. Mouse over the image to display the Settings
- 2. Click the **Options** tool and you will see the **Image Options** appear on the Toolbar.

ø

tool.

3. On the Image Options, select Actions.



4. On the **On click** column, select **Link to URL** to link the image to a URL. To open the URL in a new window, click the corresponding checkbox.

| Image Options | On click | 💿 Does nothina         | í . |
|---------------|----------|------------------------|-----|
| Properties    |          | O Link to URL: http:// |     |
| Actions       |          | Open in new tab/window |     |
|               |          | 🔘 Javascript:          |     |

5. After entering a URL into the **Link to URL** field, press the **Enter** button on the keyboard, or refresh the page to save the changes.

## **Delete Documents/images from Files Manager**

1. To delete documents/images from the Files Manager, click the Delete



2. Next, click the **Delete** icon located at the top left of each image/document and then click the **Delete** button. (*Note:* You can only discard the files if you have already removed them from your webpage. Upon removing the files from your webpage, remember to refresh the page to apply the changes so that the delete icon will be displayed on the top left of the image/document in the Files Manager).

#### **Undo Changes**

 If you wish to undo the changes you have made, click the Edit icon on the Toolbar Menu to display a set of tools on the left side of the Toolbar Menu.



2. Click the **Format** icon on the left side of the **Toolbar Menu** to enable the **Rich-text Editor** to be displayed.



3. Next, click the **Undo** icon on the **Rich-text Editor** to undo the changes. If you wish to redo the changes you have made, click the **Redo** icon on the **Rich-text editor**.

# **Embed Videos**

1. To embed YouTube videos, click on **Share**, **Embed** and copy the iframe code generated.



2. Click on the content block, and click on **Edit HTML** Edit HTML. Paste the iframe into the code and click on **Done**. (*Note: Do remember to refresh the page or go to another webpage within the website to save the contents).* 



# **Embed Maps**

1. To embed Google map, go to Google map, enter the address and click on the Search icon. Click on the **Menu** icon and click on **Share and embed map**.



2. Click on **Embed map** and the iframe code will be generated. Copy the iframe that is generated.



<>

3. Click on the content block, and click on **Edit HTML** Paste the iframe into the code and click on **Done**. (*Note: Do remember to refresh the page or go to another webpage within the website to save the contents).* 

| Done Cancel   | CAUTION: Editing this content might break your website.<br>Click (CANCEL) you are not familiar with HTML. CSS and Javascrint.  | Reformat                            |
|---|--|-------------------------------------|
| 1 <b><iframe< b=""> src="ht<br/>pb=!1m18!1m12!1<br/>!3f0!3m2!1i1024<br/>Pte+Ltd!5e0!3m2<br/>stvle="border:0</iframe<></b> | tps://www.google.com/maps/embed?<br>m311d4743.435244351584512d103.8938543145647513d1.3335486264443426<br>12176814f31.13m311m21bx311da173a87fa405%3A0xd78cff52f4e1c15512<br>12176814f31.creenox.ffmarel<br>"allowfullscreenox.ffmarel | !2m3!1f0!2f0<br>sCommonTown+<br>"0" |
|   |  |                                     |
|   |  |                                     |

# Masthead

Every website has its own masthead. A masthead is a banner that will appear on top of most websites.



You can choose to personalize your website by inserting a banner image or text into the masthead area.

- 1. To insert a banner, click the **Edit** icon and a set of tools will be displayed on the left side of the **Toolbar Menu**. (*Note:* the recommended banner size is 1000px by 200px).
- 2. Proceed to click the **Masthead** icon located at the left side of the **Toolbar Menu**

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to enable the masthead area to be activated for banner insertion.

∡

3. Next, drag and insert the image/banner from **mathematical** into the masthead area. Please ensure that the banner has already been uploaded onto the **Files Manager**.

(*Note:* Do remember to refresh the page or go to another webpage within the website to save the contents).

## Webpage footer

The web page footer is located at the bottom of every web page. To add footer on the bottom of every web page, follow the steps on how to insert the masthead banner.

#### Layout

1. To change the layout of each webpage, click the **Layout** icon on the **Toolbar Menu** 

to show the different layout styles



2. Click any layout template to apply.



# **Built-in Apps**

There are over 10 built-in applications such as **Notice board** and **Event calendar**, with the additional widgets as listed below. Drag and insert to insert the applications.

#### **Notice Board**

The notice board feature will allow you to pin up announcements and other notices that can be linked to other web pages.



- 1. Click the **Apps** icon on the **Toolbar Menu** and a range of applications will be displayed on the left side of the **Toolbar Menu**.
- 2. Next, drag and insert the **Notice Board** icon into an empty space in the block of content.

| Carriar Fedurar Photo Stemap<br>Abum Abum Cogito ergc<br>Cogito ergc<br>Νόησις Νοι | Code     Double     Double |
|--|---|
| Julian   | School       Sunflower Secondary         I am a long-time amateur astronomer and the Head of Department for Science at       School       School         Sunflower Secondary School, Presently I teach Physics and Chemistry.       Designation       Science HOD         I love teaching children Physics and introducing them to the amazing Uniterse. I       believe all children can learn and that as a Science teacher, my role is to open their minds to be aware of how Science is making life more interesting and their hearts to value the benefits that developments in Physics and Chemistry has       Teaching subjects       Physics, Chemistry         different areas.       Science teacher, my role is to open their minds to be aware of how Science is making life more interesting and their hearts to value the benefits that developments in Physics and Chemistry has       Professional interests       Action research, use of ICT in class   |
| I graduated fro<br>I bold a M. Ed.   | Lion Struction a B.Sc (Hons.) in Physics.<br>National University of Singapore with a B.Sc (Hons.) in Physics.<br>Surriculum Design and Instruction aggregatuate degree.   |

3. To start posting snippets on the **Notice Board**, click the **Pencil** icon and a pop-up window will open for you to edit the **Notice Board**.

| demoaccou  | unt03.bwp3aws.url3.net/cos/o.x?c=/qql/p | agetree&func=edit_nboard&rid=300417&rtid=301722 |             |             |
|------------|---|---|-------------|-------------|
| lanage     | Notices                                 |   |             |             |
| +          | Title                                   | Text  |             | Submit Canc |
|            |   |   | 0/255 Hide: |             |
|            |   |   | Link to:    |             |
|            |   |   |             |             |
| Open       | House                                   |   | Hide:       |             |
| lobour     |   |   |             |             |
| -NO ELEMEN | T S -                                   |   | _           |             |
|            |   |   |             |             |
|            |   |   |             |             |
|            |   |   |             |             |
|            |   |   |             |             |
|            |   |   |             |             |
|            |   |   |             |             |
|            |   |   |             |             |
|            |   |   |             |             |
|            |   |   |             |             |

- 4. To change the settings of the Notice Board, mouse over it to display the Settings
   x <a href="https://www.settings.com">www.settings.com</a>
- 5. Click the **Options** icon to change the title of the **Notice Board**, as well as the transition period.

| None | Notice Board | Title<br>Highlights | Transition<br>Fade<br>Slide<br>None | 🗹 Auto Play: <mark>3 sec</mark> |  |
|------|--------------|---------------------|-------------------------------------|---------------------------------|--|
|------|--------------|---------------------|-------------------------------------|---------------------------------|--|

- 6. To align the application to the left, right, centre or stretch the width, click the corresponding icons to adjust the alignment.
- 7. To remove the **Notice Board** from the webpage, click the **Delete** icon.



## **Event Calendar**

You can manage events by adding events to the calendar. (*Note:* You are unable to insert the *Event Calendar, Feedback Form* and *Photo Album* into one web page. You have to create a webpage for each of these 3 applications).





2. Drag and insert the **Calendar** icon into an empty space in the block of content.



3. To add an event to a particular date, click the **Add** is icon.



4. After an event is added to the **Calendar**, a web page for that particular event will be created.

5. To change the appearance of the **Calendar**, mouse over the **Calendar** to display the **Settings Settings** icon. Click the **Options** icon to change the calendar format, type of display for multi-day events or activate RSS feed.

| Calendar Format Multi-Day Events<br>O Month O Show on all dates RSS Button<br>O Year Only show on Start and End dates | 1 |
|---|---|
|---|---|

- 6. To align the application to the left, right, centre or stretch the width, click the corresponding **Alignment Exercise** icons to adjust the alignment.
- 7. To remove the **Event Calendar** from the webpage, click the **Delete** icon.

|       | пце     |          |            |       |              |                  | •   🙁   🎩 🗉 | •   |
|-------|---------|----------|------------|-------|--------------|------------------|-------------|-----|
| Today | < Decen | nber 💌 > | < 2012 🗨   | >>    |              |                  |             |     |
|       | Sun     | Mon      | Tu         | e     | Wed          | Thu              | Fri S       | Sat |
|       |         |          |            |       |              |                  | 1           | +   |
|       |         | -        |            |       | 11.          | <b>1</b> 1 -     |             |     |
| 2     |         | 3        | <b>1</b> 4 | hul 5 | <b>6</b>     |                  | 8           |     |
| 9     | +       | 10       | + 11       | + 12  | + 13         | + 14             | + 15        | Ð   |
| 16    | +       | 17       | + 18       | 19    | + 20<br>My B | + 21<br>Jirthday | + 22        |     |
| 23    | +       | 24       | + 25       | + 26  | + 27         | + 28             | + 29        | Ð   |
| 30    | ÷       | 31       | Ŧ          |       |              |                  |             |     |

#### **Feedback Form**

Use the **Feedback Form** to gather feedback on your website. (*Note:* You are unable to insert the **Event Calendar**, **Feedback Form** and **Photo Album** into one web page. You have to create a webpage for each of these 3 applications.)



1. Click the **Apps** icon on the **Toolbar Menu** to display the applications on the left side of the **Toolbar Menu**.



icon into an empty space in a block of content.

| Calendar Feedback Photo | in ite | wnload Comments Mini Recent  | RSS TOC Multilevel                  | 🥖 🊎 🖡<br>Edit Apps Layo          | 📕 🤣 🧱 🔞        |      |
|-------------------------|--|--|-------------------------------------|----------------------------------|----------------|------|
| Inline Texts            | -  | Julian Tay • ePortfolio • Blog •   | Cooking • Family • Contact me • Sit | temap • My Folio • Others • Feed | dback Feedback | 8 ** |
| Julian Tay              | Feedback                                   |  |                                     |                                  |                |      |
| reed                    | DACK                                       |  | œ                                   |                                  |                |      |
| Your name               |  |  |                                     |                                  |                |      |
| Your email              |  |  |                                     |                                  |                |      |
| Subject *               |  |  |                                     |                                  |                |      |
| Your feedba             | ck   |  |                                     |                                  |                |      |
| Verification            | Code * 9 = 2 + 6 =<br>Submit               | e answer of the mathematics equation in generation of the second se | ∂<br>you see in the image:          |                                  |                |      |

3. Mouse over the **Feedback Form** to display the **Settings** icon, and click the **Options** icon to edit the fields and view the number of feedback.

| Feedback<br>Properties | Fields           |                      | Email | Notifications<br>Topics (one per line) | Email addresses (optional, one per line) |
|------------------------|------------------|----------------------|-------|--|--|
| Datahase               | Phone<br>Content | label: Your feedback |       |  |  |

- 4. To align the application to the left, right, centre or stretch the width, click the corresponding **Alignment** icons to adjust the alignment.
- 5. To remove the **Feedback Form** from the webpage, click the **Delete** icon.

#### **RSS Feeds**

The **RSS feeds** application allows your website to synchronise content from external URLs.



1. Click the **Apps** icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.



2. Drag and insert the **RSS Feeds** icon into an empty space in the block of content.



3. To change the URL where live feed is pulled from, mouse over the live feeds to display

the **Settings** icon to edit the URL and number of items to be displayed.



- 4. To align the application to the left, right, centre or stretch the width, click the corresponding **Alignment Exercise** icons to adjust the alignment.
- 5. To remove the **RSS** from the webpage, click the **Delete** icon.

## **Download Centre**

Use the **Download Centre** to upload documents for OPAL users to access and download the necessary attachments from the website.



1. Click the **Apps** icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.



2. Drag and insert the **Download Centre** icon into an empty space in a block of content.



- 3. Click the Add 💷 icon to upload documents into the Download Centre.
- A window will open. There will be 3 attachment options: a Document/image/file, URL,
   HTML page. Select one of the options. For example, if you want to upload an image, click the Document/image/file option.



5. Type the title of the attachment in the **Title field**, click **Choose file** to browse the file from the computer.

| Title    |   |                   |
|----------|---|-------------------|
|          | Leave this empty to retain the name of the uploaded file. |                   |
| Document | Upload new: Choose File No file chosen                    | 0% 8.6MB / 5000ME |
|          | Remove > Types  |                   |
|          |   |                   |
|          |   |                   |

- 6. Click **Submit** and the attachment will be uploaded.
- 7. To rearrange the sequence of the attachments in the **Download Centre**, click the **Arrange items** icon located beside the **Add** icon.
- 8. A window with a list of items will open. Drag the items to rearrange the sequence.

| R        | Search engine<br>url: http://www.google.com |
|----------|---|
| Ŧ        | Image 1<br>jpg 78kB                         |
| <b>.</b> | Checklist<br>docx 18kB                      |
|          | Submit Cancel                               |

- 9. Click **Submit** once you are done rearranging the items.
- 10. To remove or edit an attachment from the **Download centre**, mouse over the

attachment to display the following tools: 2. Click the corresponding icon to perform the action.

| 🖸 Search engine / url 🛃 Image | <u>1</u> ⊘; × в |
|-------------------------------|-----------------|
| <u>Checklist</u> / docx 18kB  |                 |

11. To change the title of the **Download centre** where all the attachments are located,

mouse over the application to display the **Settings Settings** icon. Click the **Options** icon to edit the title.

|                 | Title            |  |
|-----------------|------------------|--|
| Download Center | More Information |  |
|                 |                  |  |

12. To align the application to the left, right, centre or stretch the width, click the corresponding icons to adjust the alignment.





## Facebook feed

Besides RSS feeds, you can pull live feeds from your Facebook page and insert it into your website.



- 1. Click the **Apps** icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.
- 2. Drag and insert the **FB Feed** icon into an empty space in the block of content.
- 3. To change the **Facebook ID** or adjust the settings of the application, mouse over the application to display the **Settings** tool.

#### **Voting Tool**



1. Click the **Apps** icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.



- 2. Drag and insert the **Vote** icon into an empty space in the block of content.
- 3. Click the **Pencil** icon to create a new voting box.
- 4. Click the **Create new** button to create a new voting box.
- 5. Fill in the details and adjust the settings of the voting box.

| Vote<br>Assign voting box:Select   Please select an existing voting box or create a new one. |
|--|
| Enter details for the new voting box:  |
| Title  |
| Description  |
| New choices can be added by: <ul> <li>anyone</li> <li>editor</li> </ul>                      |
| Ouration <ul></ul>   |
| Show results is to anyone is after closing in the never                                      |
| Submit Cancel  |

6. To add a choice to the voting box, enter the new choice in the **Add new choice** field.

Which fastfood chain do you prefer?

| Choice                              | Your Vote |
|-------------------------------------|-----------|
| Carls Jr                            | O         |
| KFC                                 | $\odot$   |
| Macdonalds                          | ۲         |
| Wendys                              | $\odot$   |
| Add new choice                      |           |
| Votes: 1 · (íÍÍ <u>Show results</u> |           |

#### **Nice Button Widget**

This widget is to create a button quickly without any knowledge of coding. The button will be able to redirect the visitor to their respective page based on the administrators preference.



- icon on the **Toolbar Menu** to display all the applications on the left 1. Click the Apps side of the Toolbar Menu.
- 2. Drag and insert the **Button** icon into an empty space in the block of content.

| Calendar       | Feedback | Photo<br>Album | widgets | Nice<br>Button | 183<br>Page<br>Counter | Search<br>Box  | Notice<br>Board | Recent<br>Updates | Download<br>Center | Comments<br>/ Rating | Sitemap | $\odot$ | <i>∲</i><br>Edit | Apps | Layout | 🜮<br>Themes      | Clips | @<br>Site | 0 |
|----------------|----------|----------------|---------|----------------|------------------------|----------------|-----------------|-------------------|--------------------|----------------------|---------|---------|------------------|------|--------|------------------|-------|-----------|---|
| B <sub>F</sub> | ancy     | But            | tor     | ı              | - —<br>(````           |                |                 |                   |                    |                      |         |         |                  |      |        | <b>≣ Fancy B</b> | utton | 8   1     | • |
|                |          |                |         |                | F                      | ind oເ<br>more | ut              |                   |                    |                      |         |         |                  |      |        |                  |       |           |   |
|                |          |                |         |                |                        | Ð              |                 |                   |                    |                      |         |         |                  |      |        |                  |       |           |   |

3. To change the URL of where the button is to link to, mouse over the widget to display

| the <b>Settings</b> |          |  | tool, click the <b>Options</b> | icon to edi | it the URL |
|---------------------|----------|--|--------------------------------|-------------|------------|
|                     | On click | <ul> <li>Do nothing</li> <li>Link to URL:</li> <li>Open in new tab/wi</li> </ul> | ndow                           |             |            |
|                     |          | Javascript:  |                                |             |            |

4. To change the colour, looks, label or to include an icon, refer to the section under **Look**, Text and Icon and insert the necessary changes.



5. To delete the button, mouse mover the widget to display the Settings



button.

#### **Catalog App**



1. Click the **Apps** icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.

2. Drag and insert the **Catalog** icon into an empty space in the block of content. Once an app have been inserted, other apps will be disabled and cannot be used.

| Calendar Foedback Photo Catalog Wei Catalog Page Search Notice Recent Download Comments Stemap Mini<br>Calendar To catalog and Catalog Page Search Notice Recent Download Comments Stemap Calendar<br>Of The catalog and download Comments Stemap Calendar | Vote Social Soci | s Site |
|--|--|--------|
| Home Button Catalog Catalog Search Pinup   |  |        |
| Home + Catalog > Category D  | Category A     Category B     Category C     Category C     Category D   |        |
|  |  |        |

3. Select the category of the product and click on **Submit**. If a new category is required to be created, click on **New Category** and key in the name of the category.



4. To create change the category of catalog, click on **List** icon and select the category required.

| Category D     |             |      |   |           |
|----------------|-------------|------|---|-----------|
|                |             |      |   | + =       |
|                | Sort By:    | Name | • | Tile List |
| No rec         | ORDS FOUND. |      |   |           |
| 0 items found. |             |      |   | Page(s):  |

5. To add a new record, click on the Add + button. Fill in the mandatory fields and click on Submit

| Image                               | Upload new: Choose File No file chosen   |
|-------------------------------------|--|
| Price                               | \$   |
| Tag(s)                              |  |
| Description<br>B// U/→≪<br>X ≅a 🕰 🛍 | x, x'   手 吾 書 書 Paragraph ・ Font Family ・ Font Size ・ 図 (2 Ⅲ ダ<br>論   三 三   淳 策 46   ッ で   ゅ ※ ① 全   mm.   <u>A</u> ・型・  Ω @ 本 Σ |
|                                     |  |
|                                     |  |

- 6. Added records will be shown in the listing.
- 7. To edit the record, mouse over the image and click on the **Edit** button. Make the necessary changes to the record and click on **Submit**.

| <b>-</b> <del>.</del> | Sort By: Name •          | + I≡<br>Tile List |
|-----------------------|--------------------------|-------------------|
|                       | flowery hat              |                   |
| J.                    | flower hat               |                   |
|                       | top hat                  |                   |
|                       | top hat with red ribbon. |                   |
| 2 items found.        |                          | Page(s): 1        |

8. To delete the record, mouse over the image and click on **Delete** button. A notification on the deleting of the record will be shown. Click on **OK** to delete.

#### Pin-up Widget

- 1. Click the **Apps** icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.
- 2. Drag and insert the **Pin-up** icon into an empty space in the block of content.



3. You can change the image by simply dragging and dropping uploaded images from the **File Manager** (refer to **Upload Documents/images** section).

| B<br>S<br>Format       | 🙆 🧔<br>Files Galler | Ω 🔉          | Pinyins Edi              | <>                        | y* Revert Page        | Masthead                      |  |                 |                        |                            |                        |                                 | Apps                  | Layout T            | 🌮<br>hemes | Clips       | @<br>Site | ° |
|------------------------|---------------------|--------------|--------------------------|---------------------------|-----------------------|-------------------------------|--|-----------------|------------------------|----------------------------|------------------------|---------------------------------|-----------------------|---------------------|------------|-------------|-----------|---|
| autumn-m<br>tain-lands | ou blue-flower      | s.j          | butterfly-flov<br>er.jpg | v cherry-blosso<br>ms.jpg | evening-beac<br>h.jpg | evening-moun<br>tain-landscap | feet-on-flowe<br>r-bed.jpg   | forest-trees.jp | mountain-fiel<br>d.jpg | mountain-lan<br>dscape.jpg | mountain-rive<br>r.jpg | pink-flower-wi<br>th-leaves.jpg | purple-flowe<br>s.jpg | r red-autu<br>aves, | imn-le s   | sea-view.jp | 9         | 0 |
| Click a fo             | older to enter.     | Prag and dro | p any other f            | île to insert inf         | to content.           |                               | Drop (n  |                 |                        | Ð                          |                        |                                 |                       |                     | BP         | 'in up 🛛 🧕  | 8 *       | • |
|                        |                     | <u> </u>     |                          |                           |                       | Title te<br>read more         | The to the second secon | Teplace         |                        |                            |                        |                                 |                       |                     |            |             |           |   |

4. To change the settings on the widget, mouse over the widget and click on the **More Settings o** icon



#### Site Logo Widget

- 1. To insert the widget, click on **Edit**, and click on **Masthead** to enable the header area.
- 2. Click the **Apps** icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.
- 3. Drag and insert the **Site Logo** icon into an empty space in the masthead blog.
- 4. Click on **Site** , and click on **Set Profile** and the Set Profile window will appear.
- 5. Fill in the **Display Name**, upload a **Logo** image, and insert the company **Slogan** and click on **Update** to save the changes.



## **Other Applications**

- 1. To insert other built-in applications, simply click the **Apps** icon on the **Toolbar Menu** to display all the applications on the left side of the **Toolbar Menu**.
- 2. Drag and insert the application icons into an empty space in the block of content.
- 3. To access the **Settings Settings** of each application, mouse over it to display the tool.

(*Note:* Do remember to refresh the page or go to another webpage within the website to save the contents).

## **Website Properties**



Click the **Site** icon on the **Toolbar Menu** to access the website properties that are

displayed on the left side of the Toolbar Menu:

#### **Site Settings**

Under Site settings, you can activate **Drop-down lists for Subpages**, **Printable button**, **RSS feed** and insert **Google Analytics ID**.



icon to access these settings and click the relevant

Friendly URLs

1. Click the **Settings** checkboxes.

| Subject information             | Programs Events  |
|---------------------------------|--|
| Site Settings                   |  |
| Site drop-down menu             | ONO ●Yes<br>Enable drop-down menu when mouse-over section menu.  |
| RSS button                      | ONO OVes (Show on homepage)<br>Display a RSS subscription button in the sidebar on the homepage.   |
| Printable button                | ONO Ves<br>Display a printable button on every page.   |
| Google™ Analytics<br>Account ID | Provide account ID for pageview tracking. You can register for a free account. <u>here</u> ©.<br>Note: You should provide your Account ID (eg. UA-123456-7) and NOT your website domain name or gmail address. |
|                                 | Update Cancel  |

## **Friendly URLs**

A **Friendly URL(FURL)** is a Web address that is easy to read and includes words that describe the content of the web page. This type of URL can be "friendly" in two ways - 1) it can help visitors remember the Web address, and 2) it can help describe the page to search engines.

The website has auto-generated friendly URLs, however, if there is a need to change the

URL of a web page, you can edit the URL by clicking the **Friendly URLs** icon.

| < Return  |  |  |   |
|---|--|--|---|
| Manage F  | riendly URLs   |  |   |
| <ul> <li>This module</li> <li>All sections (</li> <li>Other pages</li> <li>Changing the</li> <li>FURLs are not</li> </ul> | enables Main Admins to manage Friendly<br>[level-1 pages) are listed by automatically<br>in your website can be assigned with a<br>e FURL of a page wil also automatically c<br>pt case sensitive. | URLs (FURLs).<br>below for easy access.<br>top-level FURL. Use the search<br>hange the FURLs of all its subp | n box to search and include them.<br>aages. |
| Save  |  |  |   |
|   | Title  | New FURL   | Current FURL                                |
|   | Achievements   | /  | /achievements                               |
|   | Subject information  | /  | /subject-information                        |
|   | 🗏 Programs   | /  | /programs                                   |
|   | Events   | /  | /events                                     |
| Search pages<br>Search deep page  | s: enter page title to search<br>ss (non-section) to assign them with FURLs.   | ٩  |   |

Make the necessary changes to the FURL, and click on Save to save the changes to the domain.

#### **Set Access**

The website main administrator has the ability to authorise website sub administrators to edit certain web pages.



1. Click the **Set Access** icon to assign sub administrators' rights. This function is only applicable to **Subject Websites**.

| < Return   |  |
|--|--|
| Access Control   |  |
| Pages: Editable<br>This module controls which administrators can e<br>• Top 3 levels of pages can be set. Pages bey<br>• Dimmed-out administrators' name are those | dit which pages.<br>rond level 4 follows the setting of the higher level.<br>already set by the parent page. |
| Page   | Who can edit?  |
| ∎Art 12  | Change»  |
| 🔲 Important Information 🛛  | Change»  |
| 🗏 Art Calendar 🖾   | Change»  |
| 🗏 A Guide to Arts Education 🖾  | Change»  |
| 🖩 Tote Board Arts Grant 🛛  | Change»  |
| 🔳 Tote Board Arts Grant 🛛  | Change»  |
| AMIS 🗹   | Change»  |
| 🗏 Art & Music Instructo 🗹  | Change»  |
| 🗏 Physical Education (PE), 🖾   | Change»  |
| 🔲 Programme 🛛  | Change»  |
| 🗏 Art Elective Programme (A 🗹  | Change»  |
| ■ Past Events 🖸  | Change»  |

2. Click the **Change** button that corresponds to the section of the website that you want to assign a website sub administrator to. A list of all the sub administrators assigned to the website will appear.

| Select new settings<br>Select an editable setting<br>Click [Submit] to accept<br>Click [Editable] (upper lef<br>Submit | ) for each i<br>the change<br>t corner) t | user.<br>es.<br>co view th | e editable settings of all p                     | ages. |
|--|---|----------------------------|--|-------|
| Who  | Edita                                     | ble?                       | Inherit<br>Follow the setting of<br>parent page. |       |
| L HQ Demo 1  | Yes                                       | No                         | ◎ [No]   |       |
| 👤 Website Subadmin 01  | Yes                                       | No                         | ❷ [No]   |       |
| 👤 Website Subadmin 02  | Yes                                       | No                         | ❷ [No]   |       |
| 👤 Website Subadmin 03  | Yes                                       | No                         |  |       |
| 👤 Website Subadmin 04  | Yes                                       | 💿 No                       | ● [No]   |       |
| 👤 Website Subadmin 05  | Yes                                       | 💿 No                       |  |       |
| 👤 Website Subadmin 06  | Yes                                       | 💿 No                       | ● [No]   |       |
| 👤 Website Subadmin 07  | Yes                                       | No                         |  |       |
| 👤 Website Subadmin 08  | Yes                                       | No                         | ◎ [No]   |       |
| 👤 Website Subadmin 09  | Yes                                       | 💿 No                       |  |       |
| 👤 Website Subadmin 10  | Yes                                       | No                         | ◎ [No]   |       |
| 👤 Website Subadmin 11  | Yes                                       | No                         | ◎ [No]   |       |
| L Website Subadmin 12  | Yes                                       | No                         |  |       |

3. To assign a sub administrator to be able to edit the selected webpage, click the **Yes** option corresponding to the sub administrator. Sub administrators who are allowed to edit the assigned webpages will be listed on the **Access Control** page.

| < Return  |   |   |                  |
|---|---|---|------------------|
| Access Control  |   |   |                  |
| Pages: Editable<br>This module controls which administrators can<br>• Top 3 levels of pages can be set. Pages b<br>• Dimmed-out administrators' name are thos | n edit which page<br>reyond level 4 folk<br>se already set by f | s.<br>ows the setting of th<br>the parent page. | ne higher level. |
| Page  |   | Who can edit?                                   |                  |
| ∎Art 🗹  | Change»   |   |                  |
| 🛢 Important Information 🗳   | Change»   | L HQ Demo 1                                     |                  |
| 🛢 Art Calendar 🖸  | Change»   | L HQ Demo 1                                     |                  |
| 🛢 A Guide to Arts Education 🖾   | Change»   | L HQ Demo 1                                     |                  |
| 🛢 Tote Board Arts Grant 🖾   | Change»   | L HQ Demo 1                                     |                  |

(**Note:** Sub-administrators will automatically be able to edit any subpages under the webpage assigned to them. Main administrators have to disable the editablity of the subpages manually if they wish to prevent a sub-administrator from editing certain subpages. To do so, click the **No** option corresponding to the sub-administrator after selecting a subpage.)

#### **Usage Quota**

•

Click the **Usage Quota** icon to check the amount of disk space you have used on the website.

| Usage Quota: Teacher Journey |       |       |           |     |
|------------------------------|-------|-------|-----------|-----|
|                              | Quota | Usage | Remaining |     |
| Diskspace                    | 500MB | омв   | 500MB     | 0%  |
| Pages                        | 100   | 74    | 26        | 74% |

#### **Manage Users**

This function is only available for the super administrator, not the main administrator. Additional accounts created after the first 3 accounts (1 being free from the hosting vendor and 2 paid by MOE), will result in extra charges. Kindly contact Xtremax (+65-6778-4985 or <u>sales@xtremax.com</u>) for costing details.



Click the **Manage Users** icon to navigate to the accounts control panel

#### **Create New Account**

1. A control panel will be displayed with all the listed accounts

| < Back to Websi     | te   |        |   |
|---------------------|------|--------|---|
| Add<br>Found 2 item | s    |        |   |
| S/N Login-ID        | Name | Status |   |
| 1                   |      | active |   |
| 2                   |      | active |   |
|                     |      |        | <<<< Select an item to inspect or modify. |

- 2. To add a new account, click on **Add**, insert the required details displayed on the right side of the control panel
- 3. Click on **Update changes** to save the record

| Status             | $\bigcirc$ Active $\bigcirc$ Locked $\bigcirc$ Suspended |                 |
|--------------------|--|-----------------|
| Expiry             |  | YYYY-MM-DD      |
| Login-ID*          |  | (last login: -) |
| Ad min Type        | 🔘 Main-admin 💿 Sub-admin                                 |                 |
| Failed Login Count | 0  |                 |
| ull Name           |  |                 |
| Email*             |  |                 |
| Mohile*            |  |                 |

4. Refresh the page to view the newly added account

#### **Edit Account**

Editing accounts allows admin to either change the other account ownership, or unlock accounts that was locked due to multiple failed logins.

1. Click on the account that is to be edited

| < Back to Website    |      |                  |  |
|----------------------|------|------------------|--|
| Add<br>Found 3 items |      |                  |  |
| S/N Login-ID         | Name | Status<br>locked |  |
| 3                    | -    | active           | < Select an item to inspect or modify. |

- 2. Click on the account that needs to be amended, and the right panel will display the account's details
- 3. To change ownership, change the Email address and Mobile number if a different ownership is required
- 4. Click on **Update changes** to save the changes

#### **For Unlocking of Accounts**

1. For locked accounts, the status will show that it is locked.

| < Back to Website |      |        |   |
|-------------------|------|--------|---|
| Add               |      |        |   |
| S/N Login-ID      | Name | Status |   |
| 1                 | 100  | locked |   |
| 2                 | 100  | active |   |
| 3                 |      | active |   |
|                   |      |        | < |

- 2. Click on the locked account, the account details will be displayed on the right side of the screen
- 3. To unlock,
  - a. Change the **Status** from "Locked" to "Active"
  - b. Change Failed Login Count to "0"
- 4. Click on Update changes to save the changes

#### a. Click on Update changes to save

| Update changes Revert |  |                 |
|-----------------------|--|-----------------|
| ct.testing UID:166    |  |                 |
| Status                | $\bigcirc$ Active $\ {ullet}$ Locked $\ {ullet}$ Suspended |                 |
| Expiry                | 2100-11-11 00:00:00  | YYYY-MM-DD      |
| Login -I D*           | ct.testing   | (last login: -) |
| Admin Type            | 🖲 Main-admin 🔘 Sub-admin                                   |                 |
| Failed Login Count    | 5  |                 |
| Full Name             | tester   |                 |
| Email*                | test@domain.com  |                 |
| Mobile*               | 91239123   |                 |

#### **Recent Changes – Revert Changes**



Click the **Recent Changes** icon to view all changes done on the website. This feature allows admins to revert any page that was deleted.

1. Page will display all changes, based on the Title of the page.

| < Return       |          |                   |                      |
|----------------|----------|-------------------|----------------------|
| Recent Changes | to Pages |                   |                      |
| ID             | Title    | Snipplet          | Date                 |
| Page #15807    | Tester   | (no text preview) | 25 Nov 2016, 04:52pm |

2. Click on the record, a pop up will appear with the amended contents displayed



- 3. Mouse over either the Label or Content based on what needs to be copied
- 4. Click on either **richtext**, **html** or **text** and it will be copied

| 9       |        |                                   |
|---------|--------|-----------------------------------|
| Label   | Tester | Click to copy: richtext html text |
| Content |        |                                   |

5. Navigate to the page that needs the writeup to be copied, and paste them accordingly.