

KEZBER CONTENT MANAGEMENT SYSTEM MANUAL

Kezber Table Content

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1. Introduction/Login

- **Link for the DEMO** **Example:** <http://www.seatply.kezber.ca/>
- **Link for CMS** **Example:** <http://www.seatply.kezber.ca/manage>
- **User & Password**
- **Link to access CMS after the website launch**
 - www.seatply.com/manage (**depending of the live main URL**)

After any modifications YOU MUST:

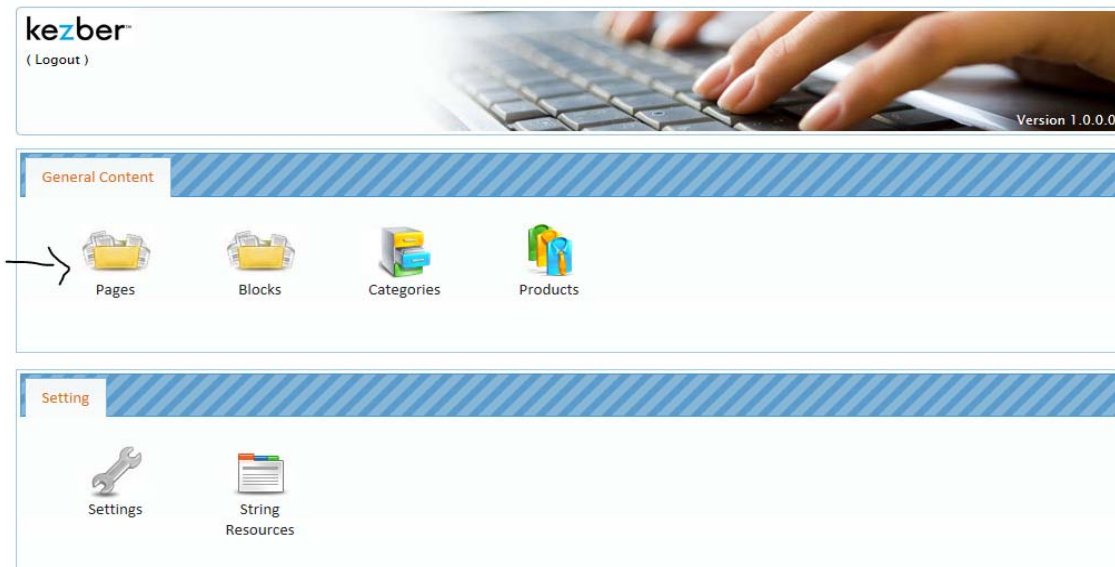
1. **CLICK SUBMIT CHANGES TO SAVE YOUR MODIFICATIONS**
2. **REFRESH YOUR WEBSITE PAGE**
3. **VERIFY YOUR CHANGES ON THE WEBSITE**
4. **REPEAT THE CHANGES IN THE OTHER LANGUAGE**

2. Editing General Content

2.1 Navigation General Content Pages

How to Edit / Make changes on each page of your site

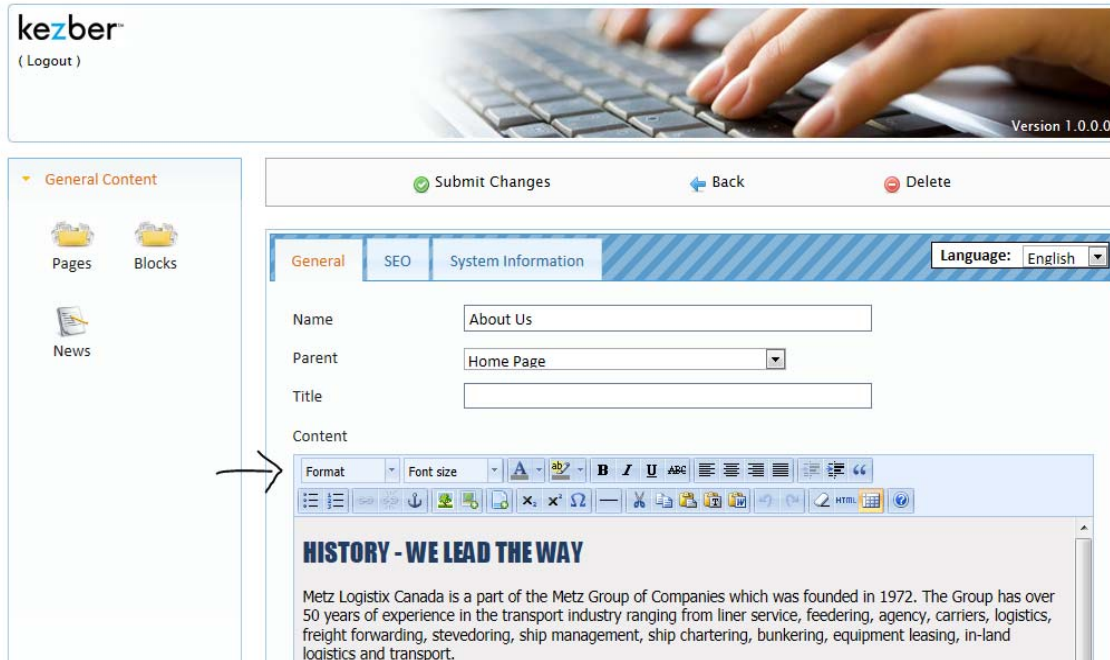
General Content » Click on Pages



Click on the Edit Icon of the page that you want to make modification to



2.2 Edit Text – Similar functions as Microsoft Word



General Knowledge of the page

- I. Name: Is the name of the page (usually the name used in the menu)
- II. Parent: If we have a subpage (child page), we need to give the parent page to add the subpage in the submenu
- III. Title: The title is pre-programmed to be a Heading 1 (font, color and size) and it will automatically place itself above the text

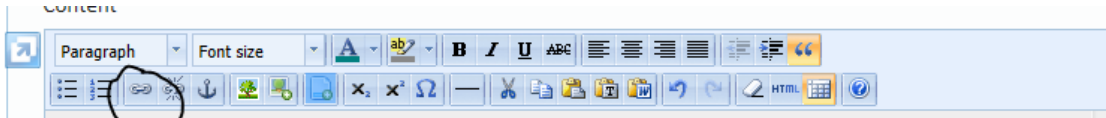
Editing

- **Headings (Format)**
 - Heading 1 is the Big Title
 - Heading 2 and 3: Use them to edit title in the text
 - When changes are made, Submit changes and Refresh page on website
- **Font Size**
- **Color of text**
- **Color (Background)**
- **Bold**
- **Italic**
- **Underline**
- **Strikethrough**
- **Text Align left**
- **Center Text**
- **Text Align Right**

- Justify
- Indent
- Block quote
- Bullet
- Numbering

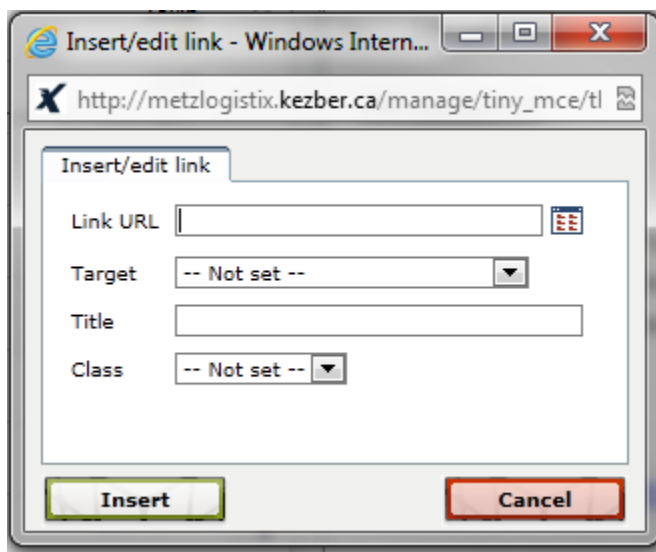
2.3 HYPERLINK ICONS – NE PAS STYLER LES LIENS

- This icon can be used to add link on words, sentences, images, or to edit a PDF link.



ADD LINK

- Highlight the word that you would like to create a link over
- Click on the Add link icon
- This window will open



Enter the URL <http://www.kezber.com/>
Or URL to another page of the site </en/career-opportunities.aspx>

Target

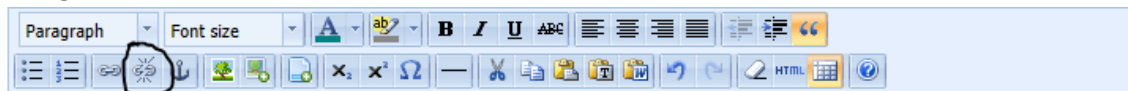
- Open link in same window
- Open link in new window(suggested)

Title (Description): pour SEO – titre du lien

Class: we don't use it

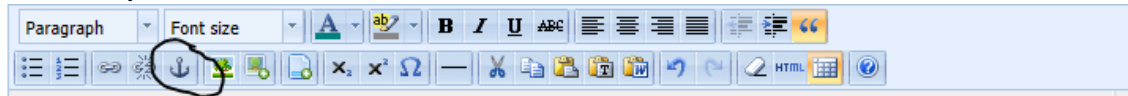
Click Insert

REMOVE LINK



- Put the cursor on the hyperlink word
- Click on the Unlink Icon

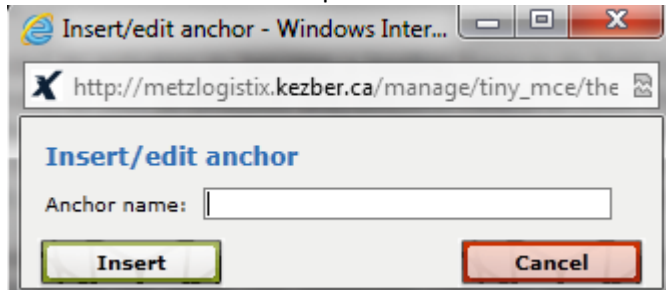
2.4 INSERT/ EDIT ANCHOR



When your page is long, to get to the top of the page or the bottom, you can add an anchor

For example: To create a “back to top” Anchor

- Place your cursor where your anchor should show at the top of the page
- Place Click on the Anchor Icon
- This window will open



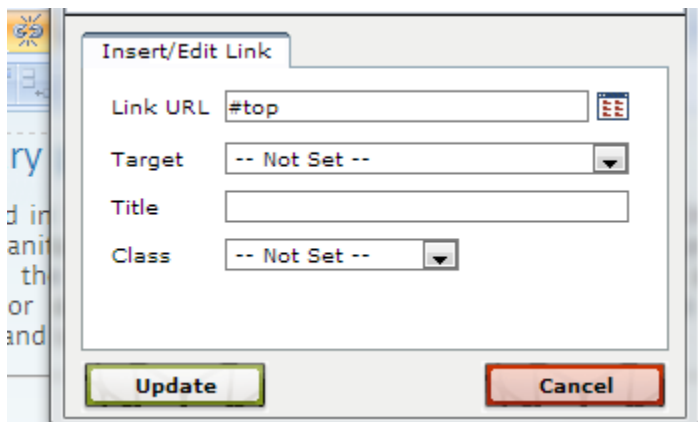
Enter the word chosen for the Anchor (for example TOP)

Click Insert

- AT the bottom of the page, you will have to insert for example the sentence: Back to top
- Highlight the Back to top sentence and click on the Icon Add a link



- Insert #top : **Le lien vers le Anchor** TOP and click update



Submit changes

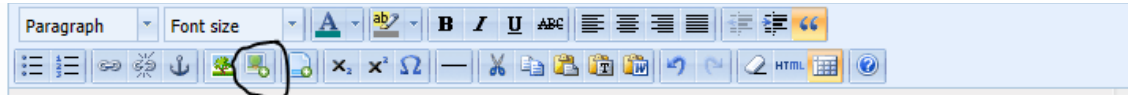
2.5 Other Editing Icons

- **X² & X₂: Superscript Icon**
- **Insert Custom Character Icon**
- **__ Separator Icon**
- **Show Table Icon**
- **Remove Formatting Icon**
- **Cut Icon**
- **Copy Icon**
- **Show Table Icon Paste as Plain text Icon: Will remove format**
- **Paste from Word Icon**
- **Undo / Redo Icon**
- **HTML icon: Code HTML mostly used by programmer**

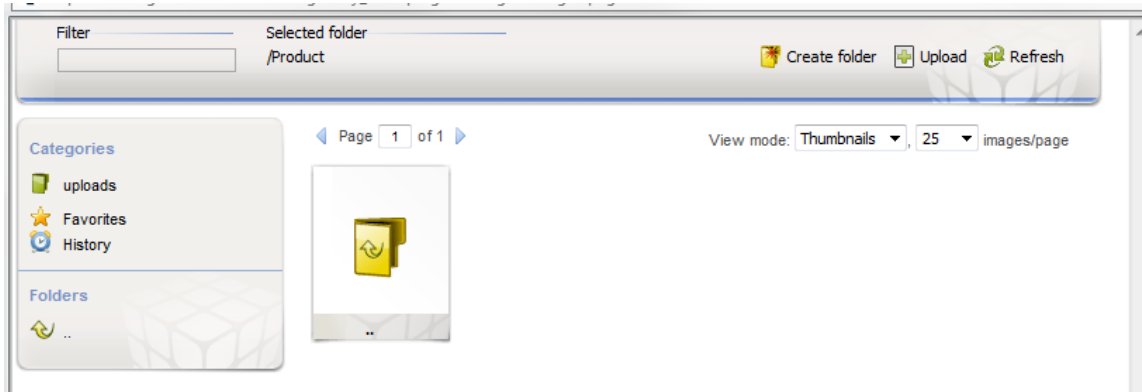
3. General Content – IMAGES/DOCUMENTS

Please note: When you want to either put a document or a photo on your site, first you need to upload it in the website folder DATA BASE to appear on the list in CMS

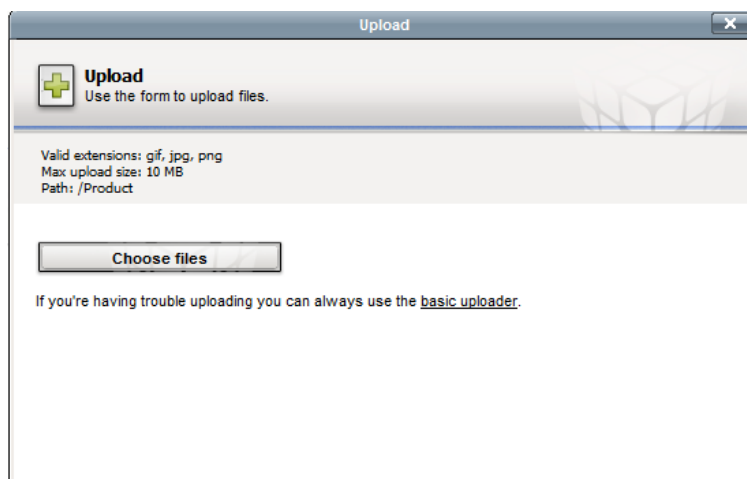
INSERT IMAGE ICON: TO UPLOAD PICTURES ONTO SERVER BY BATCH



- Click on the Insert Image Icon
- This window will open



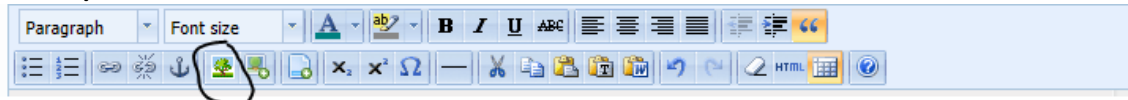
- Click on Upload
- This screen will appear
- Choose images from your desktop
- And click Upload



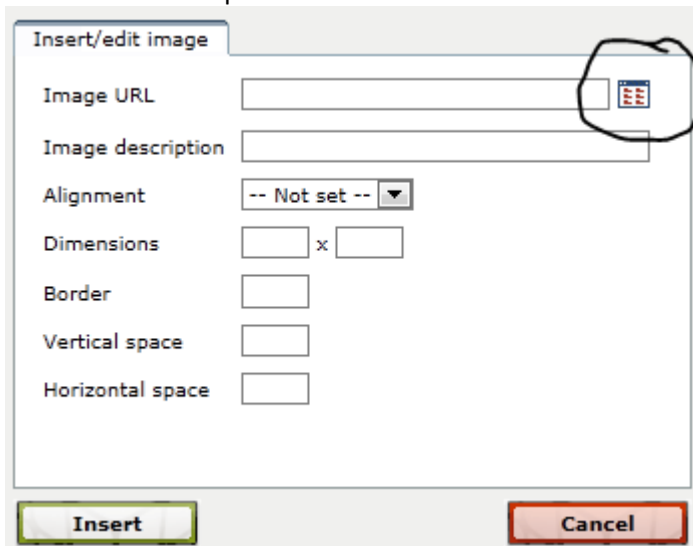
CMS WILL ALLOW YOU TO:

1. Create folder to class your images
2. View your pictures by 25, 50 or 100
3. Resize your image
4. Keep the proportion of your image
5. Crop your images

INSERT/ EDIT IMAGE ICON: TO ADD PHOTO OR IMAGE TO THE DOCUMENT

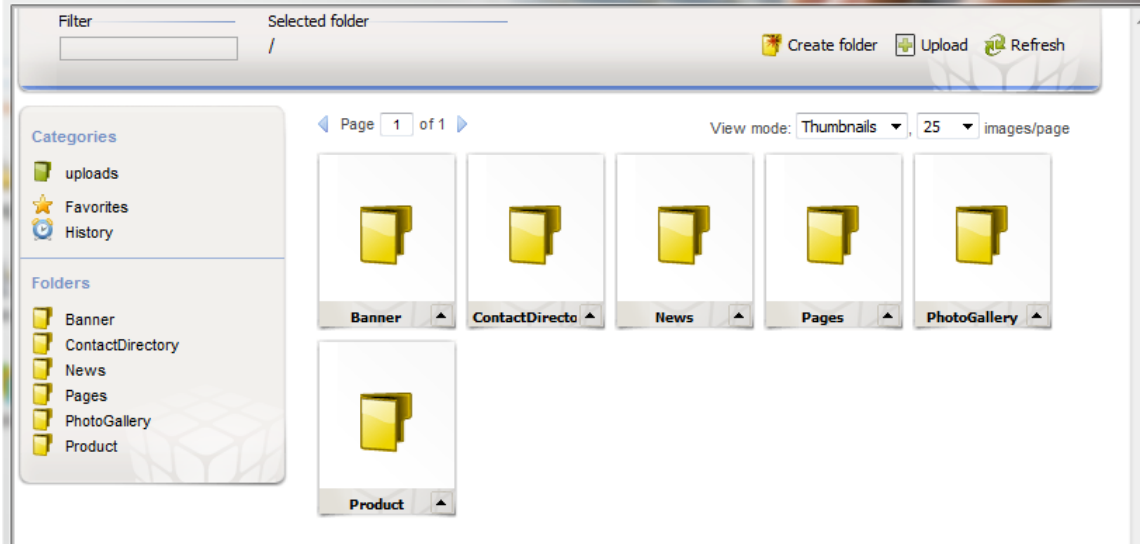


- Place your cursor where you want the image to appear
- Click on the Insert/Edit Image Icon
- This window will open

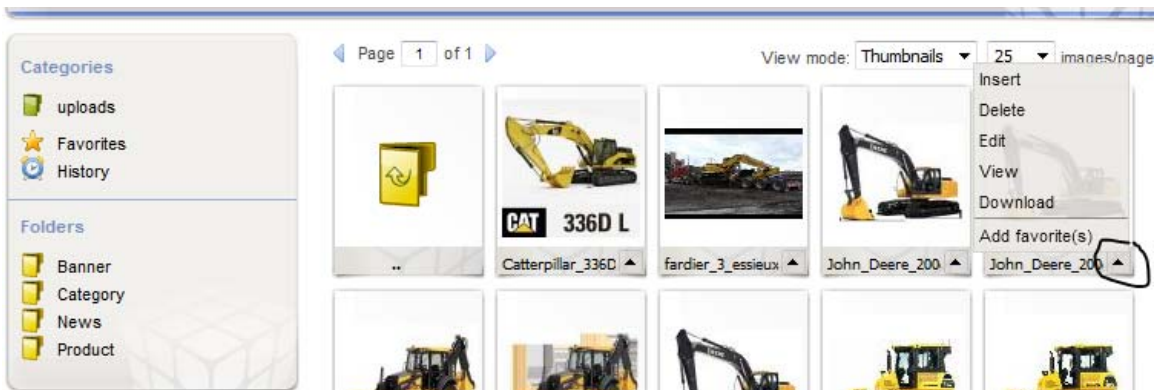


- Image URL – Click on icon circled above to choose your picture (next step)
- Image Description: For SEO
- Alignment
- Dimensions (pixels)
- Border (thickness of the border): 1 is the most common used (thickness of the border)
- Vertical space (pixels): Space above the picture
- Horizontal space (pixels): Space below the picture

CHOOSE YOUR PICTURE





- Click on the folder where your picture is saved
- To choose the picture, double click on it
- To Edit the picture, click on the arrow at the right bottom of the image

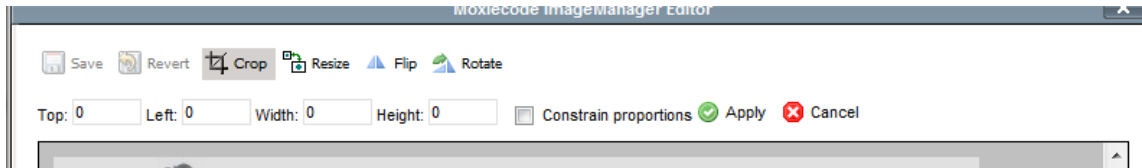


EDITING IMAGES – 4 OPTIONS

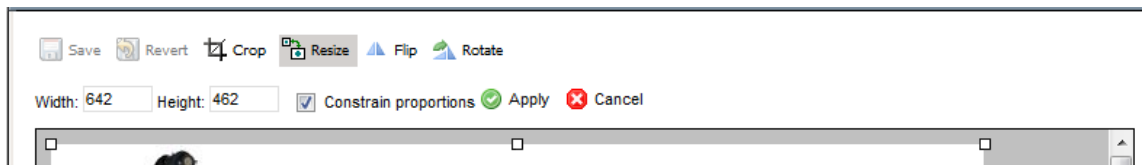
After each change to EDIT your pictures:

-  Click on Apply
-  Click on Save and Save as to keep the original picture

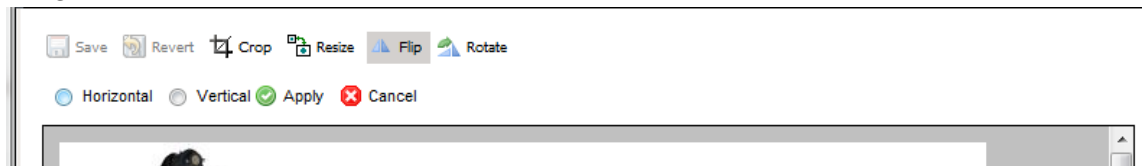
1. CROP



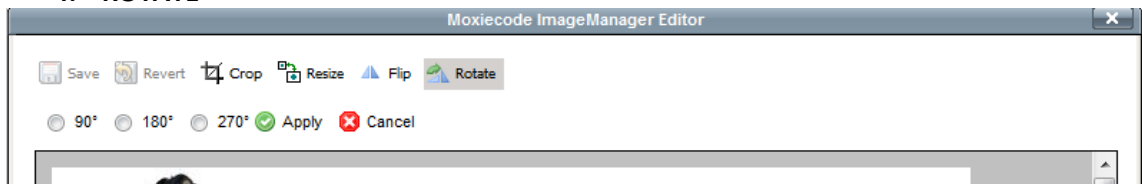
2. RESIZE



3. FLIP

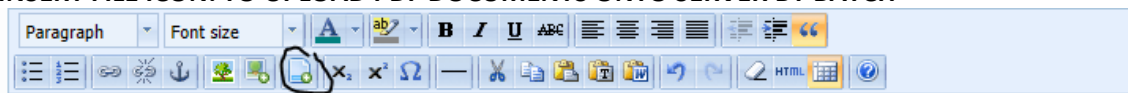


4. ROTATE



Do not use Bullets next to images; the bullets will be on top of the image.

INSERT FILE ICON: TO UPLOAD PDF DOCUMENTS ONTO SERVER BY BATCH



4. PRODUCT SECTION

4.1 Edit or Create a category

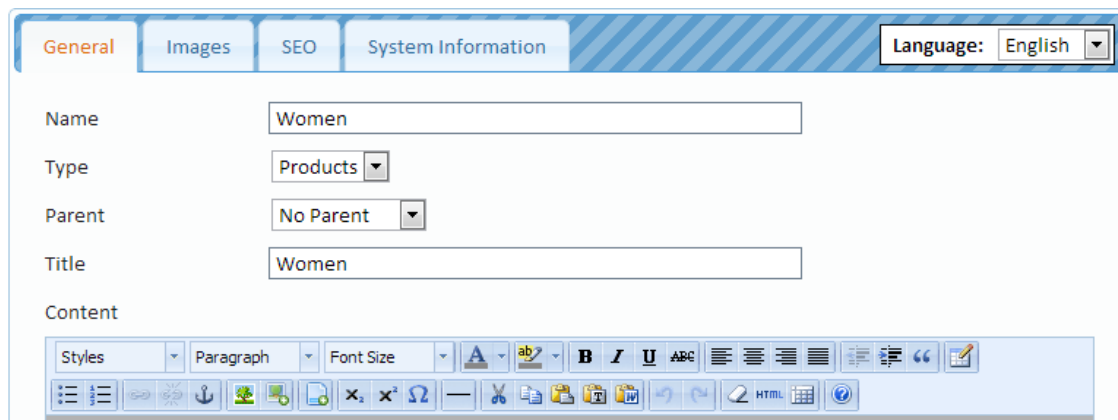
Please note that the category will only appear if you added a product to it

Click on the category icon
Click on Create New or Edit



ID	Name	Type	Display Order
158	Your Man	Products	01

You will see the screen below



General | Images | SEO | System Information | Language: English

Name: Women

Type: Products

Parent: No Parent

Title: Women

Content:

Rich text editor toolbar: Styles, Paragraph, Font Size, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Undo, Redo, HTML, Help.

Fill out the following fields

Name: Add the name and in the breadcrumbs (the name is what will appear in the left menu)

Type: Product

Parent: No parent for the category

Title: Title or the category that appears under the picture representing the Category to click on.

Click on the image tab

Click on Edit or Add image to choose the picture that will represent this category

Click on Submit Changes

Click on the drop down language and complete the same changes on the French side

General **Images** Language: English

Add File

ID	Image	Text	Display Order
21	/Uploads/Product/_DSC6217.JPG		01.

Image **Edit Image**

Recommended Image Size: 100 x 100px

Text

Save Cancel

4.2 Edit or Create a Subcategory

To create a subcategory, please follow the same steps as Create a category

The only difference is that you will need to change the Parent.

You can see below that Leather Clothing is a Subcategory of Women

Name	<input type="text" value="Leather Clothing"/>
Url	women/leather-clothing.aspx
Type	<input type="text" value="Products"/>
Parent	<input type="text" value="Women"/>
Title	<input type="text" value="Leather Clothing"/>
Content	

Display Order

The order of the Category, Sub Category and Product can be changed using the Display Order function (This tool is also used in other section of the Content Management System)

The exmaple below shows the order of the sub sub categories under the sub category Leather Clothing. If I would want the Category Pants to appear first, I would tyoe 01 in the box and click on the Green check box. Jacket would automatically move 2nd and Vest 3rd

Name	Type	Display Order
Your Man	Products	01 <input checked="" type="checkbox"/>
Promotions	Products	02 <input checked="" type="checkbox"/>
New Arrivals	Products	05 <input checked="" type="checkbox"/>
Women	Products	05 <input checked="" type="checkbox"/>
.... Leather Clothing	Products	01 <input checked="" type="checkbox"/>
..... Jackets	Products	01 <input checked="" type="checkbox"/>
..... Vests	Products	02 <input checked="" type="checkbox"/>
..... Pants	Products	03 <input checked="" type="checkbox"/>
.... Bike to bar	Products	02 <input checked="" type="checkbox"/>
.... Accessories	Products	03 <input checked="" type="checkbox"/>
.... Sexy Tops	Products	04 <input checked="" type="checkbox"/>

4.3 How to Edit or Create a COLOR or SIZE Attributes



Colors

Click on the Icon Colors

Click on Create new or Edit Icon

Colors Listing

Name	Display Order	
Jet Black	01	 Create new  


Enter the name of the color

Click Submit Changes to save

Change Language using the Language Drop Down

Enter or Edit the French Name and Submit Changes

To Delete the Color, click on Delete (red circle)

 Submit Changes
  Back
  Delete

General Language: English

Name:



Sizes





Click on the Icon Sizes

Enter a size where Name is and click on Add

Click Edit Icon to change a size already entered

Click on the Green Check Mark to save

To Delete the Size, click on Delete (red circle)

Name	Display Order	
XS	1	 
<input type="text" value="S"/>	2	 

4.4 How to Edit or Create a Product



Click on the Product icon

Click on Create New or Edit

Please Note: To see only the products from a particular, use the filter tool

Filter → Create new

Code	ID	Name	Published	Display Order	
207231	175	Nightgowns	True	<input type="text" value="01"/>	
20725	176	Nightgowns	True	<input type="text" value="02"/>	
20724	177	Nightgowns	True	<input type="text" value="03"/>	

You need to complete every tab and fields- see below

Submit Changes

Back

Delete

Language: English ▼

GeneralAttributesPricesImagesCategoriesBanners

NameNightgowns
Urlnightgowns-175.aspx
System NameNightgowns
Product Code207231

On Sale☐

IntroAdaptive nightgowns

Content

Format▼Font size▼

Aab

B*I*UABC≡≡≡≡≡≡≡≡≡≡≡≡≡≡≡≡≡≡⌂HTML🔍

GENERAL TAB

- **Name:** Name of the product
- **URL:** Will be created automatically
- **System Name:** Name used in the menu
- **Product Code:** Code used by the company in their own system
- **On Sale:** If the product is on sale, Add a checkmark to the checkbox and the sales price will be showing on the site
- **Intro:** Short description that appears before clicking the product to see the full content description
- **Content:** Full description of the product

Submit Changes to Record

Switch Language and Redo the General Tab in French

PRICES TAB (Ecommerce only)

Enter the Default Price and the Price on Sale

General

Attributes

Prices

Images

Categories

Related

Default Price

69.00

Price on sale

69.00

ATTRIBUTES TAB

Choose the Available Colors, Available Sizes, and the Size Charts (PDF file already uploaded in data base)

✔ Submit Changes
← Back
✖ Delete

Language: English ▼

General
Attributes
Prices
Images
Categories
Related

Available Colors

<input checked="" type="checkbox"/> Jet Black	<input type="checkbox"/> Diamond White Grey	<input type="checkbox"/> Dark grey mix/ screen
<input checked="" type="checkbox"/> Pure White	<input type="checkbox"/> Seduction Black	<input type="checkbox"/> Black / screen print
<input type="checkbox"/> Black	<input type="checkbox"/> Black/Grey	<input type="checkbox"/> White with chrome Foil
<input type="checkbox"/> Carbon	<input type="checkbox"/> White/Black	<input type="checkbox"/> Black with Chrome Foil
<input type="checkbox"/> Classic Black	<input type="checkbox"/> Black/sunburst orange	<input type="checkbox"/> Solo Seat Black
<input type="checkbox"/> Denim Blue	<input type="checkbox"/> Black/newbuck tan	<input type="checkbox"/> Magneta Pink with White Print
<input type="checkbox"/> Exhaust Black	<input type="checkbox"/> Dark Diesel	<input type="checkbox"/> Kelly Green with Black Print
<input type="checkbox"/> Petrol Blue	<input type="checkbox"/> Scraped Black	<input type="checkbox"/> White with Black Print
<input type="checkbox"/> Sinful White	<input type="checkbox"/> Scraped Blue	<input type="checkbox"/> Scraped Black/ Scraped blue
<input type="checkbox"/> Red Line Red	<input type="checkbox"/> White	<input type="checkbox"/> Black / vintage maple
<input type="checkbox"/> Smokin' Hot Fuschia	<input type="checkbox"/> Grey/ fleur de lys flag	<input type="checkbox"/> White / Union Jack

Available Sizes

☒ XS

☒ M

☒ XL

☐ 4

☐ 6

☐ 8

☐ 10

☐ 12

☐ 14

☐ 16

☒ S

☒ L

☒ XXL

Charts

IMAGES TAB

Some website will only have one image and other will have multiple images

Click on Add image or the Edit Icon to upload the image

Click on Delete (red circle) to remove an image

Choose the Display Order

Submit Changes to Save

Click on the Language Arrow

Complete the same step to add the image in the other

✔ Submit Changes
← Back
✖ Delete

Language: English ▼

General
Attributes
Prices
Images
Categories
Related

+ Add image

ID	Image	Caption	Display Order		
1032	/uploads/Product/_DSC6300.jpg	cold shoulder bell sleeve top	<input type="text" value="1"/> ✔		
1033	/uploads/Product/_DSC6303.JPG	cold shoulder bell sleeve top	<input type="text" value="2"/> ✔		
1035	/uploads/Product/_DSC6306.JPG	cold shoulder bell sleeve top	<input type="text" value="3"/> ✔		

CATEGORIES TAB

Pick the Category or Subcategory in which this product will appear

✔ Submit Changes
← Back
✖ Delete

Language: English ▼

General
Attributes
Prices
Images
Categories
Related

Categories

- ☐ Your Man
- ☐ Promotions
- ☐ New Arrivals
- ☐ Women
- ☐ Leather Clothing
- ☐ Jackets
- ☐ Vests
- ☐ Pants
- ☐ Bike to bar
- ☐ Accessories
- ☐ Sexy Tops
- ☒ long sleeve knits

RELATED PRODUCT TAB

If you would like other related products to show while the customer is seeing this product, you need to choose the related products from this list

Submit Changes to Save

✓ Submit Changes
← Back
✗ Delete

Language: English

General
Attributes
Prices
Images
Categories
Related

Related Products

<input type="checkbox"/> Rip'n'Tear Tie Dye Top (more colors available)	<input type="checkbox"/> Cropped Moto Jacket (more colors available)	<input type="checkbox"/> Union Jack Z
<input type="checkbox"/> Rip'n'Tear Crystal Cross (more colors available)	<input type="checkbox"/> Leather Hooded Vest (black only)	<input type="checkbox"/> Girl On Bike
<input type="checkbox"/> Halter Top With Mesh Tail ()	<input type="checkbox"/> Corset Moto Jacket (more colors available)	<input type="checkbox"/> Short Sleeve
<input type="checkbox"/> Always On The Road Tee (more colors available)	<input type="checkbox"/> Corset Moto Jacket Nylon (black only)	<input type="checkbox"/> Grey/ Fleur I
<input type="checkbox"/> Deep Scoop Raw Edged, Screen Print Tee ()	<input type="checkbox"/> Leather Insert Denim ()	<input type="checkbox"/> Leather Stirr
<input type="checkbox"/> Live To Ride Foil Tee (more colors available)	<input type="checkbox"/> Girl On Bike ()	<input type="checkbox"/>
<input type="checkbox"/> Side Lace-Up Leather Pant (more colors available)	<input type="checkbox"/> Zip-Back Screen Tank ()	<input type="checkbox"/>
<input type="checkbox"/> Leather Pants (more colors available)	<input type="checkbox"/> Sexy Tops (more colors available)	<input type="checkbox"/> Zip-back scre
<input type="checkbox"/> TruCulture Moto Jacket ()		

PUBLISHED OR UNPUBLISHED

At the bottom of the General Tab of each product, there is a checkbox Published

Path: p

Published ☒

✓ Submit Changes
← Back
✗ Delete

If your Product is published, Customer can see it on the website (will be True in the CMS)

If your Product is unpublished, Customer can't see it on the website but the product is still in the data base in your CMS (will be False in the CMS)

Code	Name	Published	Display Order
207231	Nightgowns	True	01 ✓  ✗
20725	Nightgowns	True	02 ✓  ✗

5. NEWS SECTION

On many website, the most or the two most recent News will appear on the home page and will be clickable to read the entire News



Click on Create New to add News

Enter the Date

Title of the News

Introduction of the News

Content description of the News

Go to the Image Tab (Thumbnail image or/and Full size image)

Check box for the News to appear – PUBLISHED

Click Submit Changes

Repeat the steps for the other language

News Listing

Create new

Title	Date	Published		
New website launch	August 03, 2012	True		
Port Dover friday the 13th 2012	July 13, 2012	True		
Niagara Motorcycle show	July 20, 2012	True		
Biketoberfest Daytona Beach	October 18, 2012	True		

Submit Changes

Back

Delete

General

Image

Language: English

Date

August-03-12

Title

New website launch

Intro

Styles

Paragraph

Font Size

A

ab

B

I

U

ABC

Welcome to our new website

6. MAILING LIST



Mailing List

When someone subscribe to the Newsletter, their email will be added to the mailing list

Using the Export List button to create the mailing list

Click Edit Icon to update an email and Green Checkmark to save

Click delete to remove an email

Mailing List

Add

Export List

Name	Email	
Mailing List	progs@kezber.com	✔ ✖
Mailing List	abreton@kezber.com	✎ ✖

7. BLOCK SECTION



Blocks

Click on the Block Section

This section will allow you to edit some block content created as per the design or your website Footer, Copyright, Side blocks, Popup messages, Email messages, Etc.

Blocks Listing	
<div> Create new </div>	
Name	
FollowUs	
NewArrivals	
Corporate	
Products	
Help	
CopyRight	
Order Success	
Order Failure	
popup content	

8. Technical Settings

Settings

- To change email for Contact Form
- To change email for Info Request
- Google Map directions
- Banners Interval

String Resources

- Any text that is on all pages
- Text in the Contact Form