

Absolttweb CMS Guide

A complete documentation of the Content Management system used by Absolttweb.



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Introduction

CMS means “Content Management System”.

CMS gives the users with no experience in HTML or web-development, the possibilities to edit a webpage.

The Absoluttweb CMS is inCloud, and its lightning fast, doesn't need any updates, can be edited and updated from everywhere. It also takes the hassle out of image adjustments

You simply opens the page you want to edit, and does the editing in the browser.

Because it all happens inCloud and in the browser we need to use the most stable browsers. We recommend Chrome, Firefox or Safari.

Activating the account

This is **only done once**, and it is smart to use a password you will remember or note it down.

1. Open the activation link in your welcome-email
2. Fill in the form and submit

You have now activated you account and can start editing your webpage.

How and where you log in

Go to your webpage and press the **"ESC"** key on your keyboard. The login box will open.

If you are on a tablet, or the "ESC" key doesn't work, you can type in /admin after your URL. Ex: <http://www.domainname.no/admin>



Sign in to www.absoluttweb.no

Email

Password

[Forgot?](#)

Remember me

Login with your email and the password you created when you activated the account

The CMS-menu on top

After log in, the CMS-menu will be shown on top of the page.



This will be shown on top of the browser after login. Use it to edit you webpage

NEW

Use this to add new products, articles, news, employees aso.

EDIT

Use this button to switch between “normal” and “edit” mode. When activated, you can click on the element you update.

When not activated, the page will behave as normally.

STATS

Shows a simple graph and numbers og visitors on this webpage.

FORMS

Shows a list of all forms submitted on the page.

** only shows if any forms is located on the page*

PROFILE

Log out and edit your profile on the right side

MODE

Click the arrow on the right to disable the CMS-menu. Then the page will behave as it will for the visitors.

Content form

Simple text inputs

Title

The title will appear at the top of the browser window when the user is browsing this page. If your document appears in a search results page, the title will usually appear in the first line of the results.

This is how simple text inputs looks like in the CMS. Just type without any formatting

Full text inputs with formatting

TIP: linebreaks

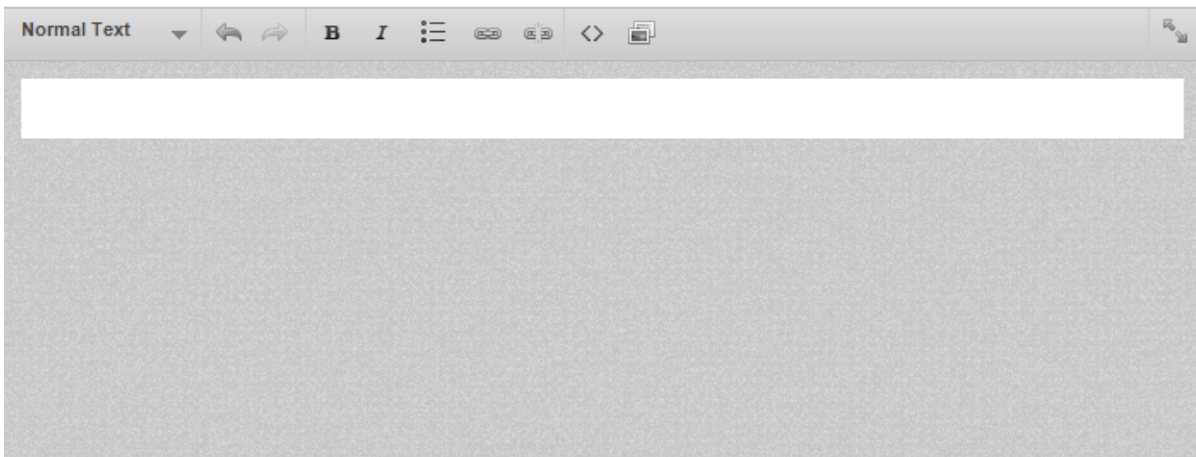
To only make an linebreak use SHIFT + ENTER. To make a new paragraph use ENTER

TIP: Paste text from other sources

When copying text from other sources, the colors, sizes will also be copied.

We recommend to first paste the text into an editor as "notebook/notisblokk". Then copy the text again, and paste it into this input

Text

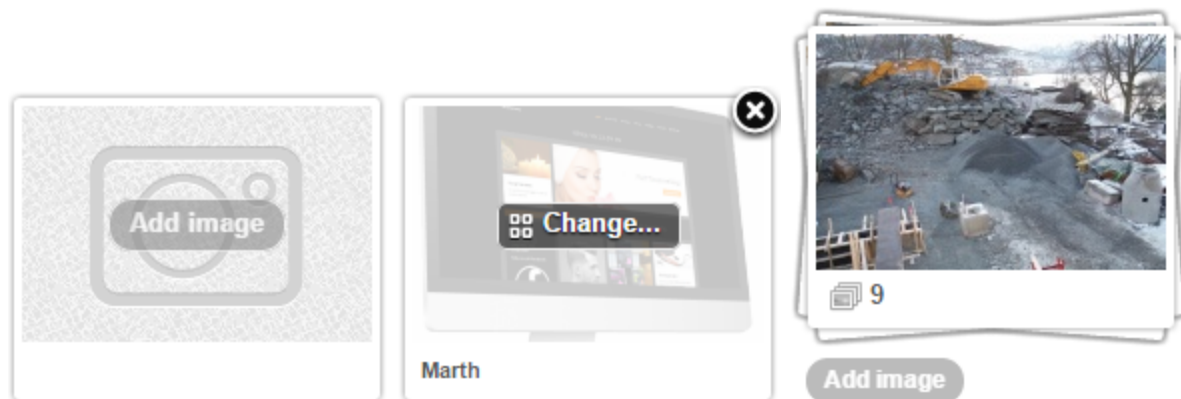


The text for this page

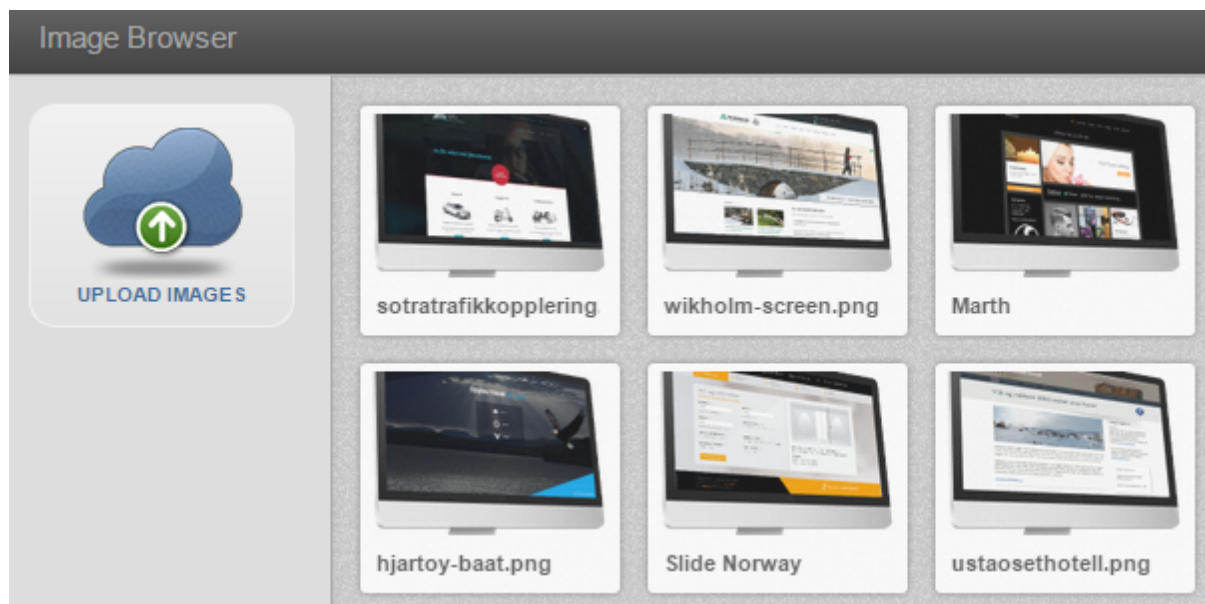
Select the preformatted text you want to use in the list on the top-left. You also have available some tools for adding links to files, webpages aso.

Images and galleries

The CMS handles images very well, and is absolutely one of its best qualities. Just upload the image you want to use, and it will automatically scale and fit the image to all locations on the webpage.



Click "Add image" if empty, or the "Change..." to edit. Remove an image by clicking the X in the corner. If its an gallery, then add multiple images by clicking the "add image" button.



Select the image you want to use, or click "upload images" to upload from your computer. Add a title and click "insert image"

Files

You add files the same way you add images. See above

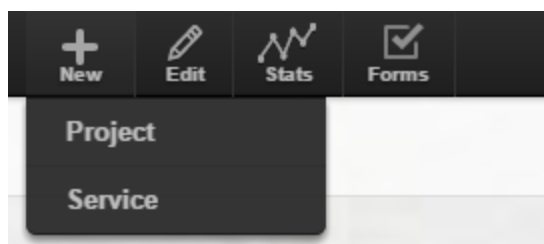
Adding new content

By using the “NEW” item in the CMS-menu, you will see a list of what entries you can add.

Typical new entries is:

- Articles
- Products
- Services
- Employees

These entries can be put into categories.



By clicking the “new” button, a list of entries to be added will show.

After selecting what entry to make, the normal content form will pop-up

Editing content

Editing existing content is done by navigation to the page you will update, and then activate the edit mode.

The content you can edit, will be highlighted.

FRODE JOHNSEN AS

Frode Johnsen AS er et moderne konsern, der virksomheten består av å eie aksjer og eiendom, utleie av eiendom, generell bygg og anleggsvirksomhet og dermed beslektet virksomhet. Selskapet er lokalisert i Indre Arna, Bergen kommune.

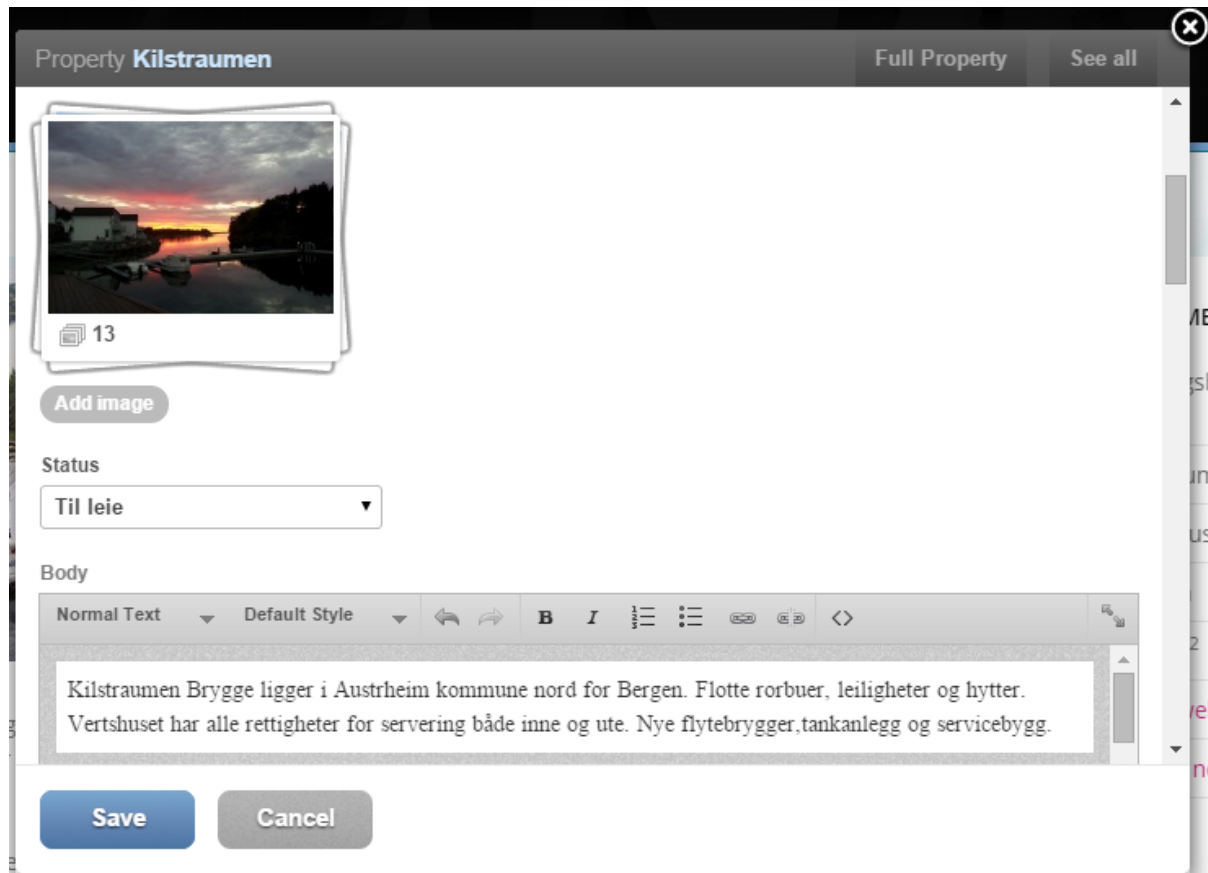
VÅRE EIENDOMMER

Property **Storemyra 251** Click to edit

- New Property
- Edit Property
- See All
- Delete Property

Property Name	Address	Type
STOREMYRA 251	5954 Mongstad	NÆRINGSBYGG
STORANESET 20	5260 Indre Arna	NÆRINGSBYGG
STORANESET 44/46	5260 Indre Arna	NÆRINGSBYGG

Click the area you want to edit. By using the top-right menu, you can select different tasks for entries.

**TIP: Use Full View**

When editing content we recommend you click the "Full" button on the top right. That will give a fullscreen form, and include every element editable on the object.

Use the "See all" button to sort (drag-and-drop), and delete all entries.

Statistics

At a Glance This Month ▾ vs. Last Month

Friday, 22 May 2015

👤 Visitors

82 vs. 136

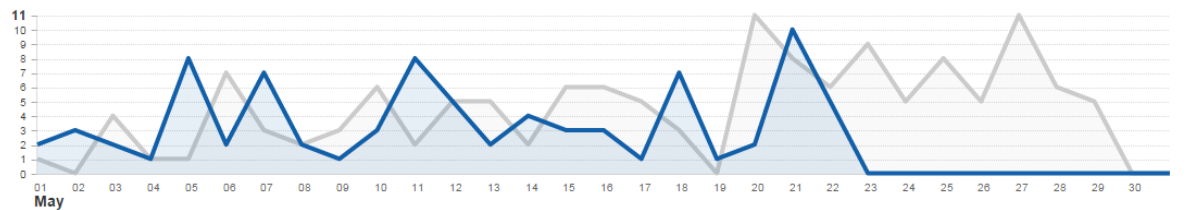
📄 Pageviews

225 vs. 384

👤 New Visitors

91.5%

Visitors ▾



The stats are very basic, but gives an overview of the activity by a daily, weekly and monthly basis.

The blue lines are the current stats, and the grey lines are the older stats. Both are present to give a feel of the current trend.