

Basics CMS-System

Groups (access settings)

- Standard setting: „Redakteur (Verantwortlich)“ = responsible editor
- ➔ Add new user: First/last name, e-mail, language, inform user

Structures (edit the menu)

- In the middle: the actual menu points
- The check: shows, that the menu point is “online”, available via a known URL
- The eye: shows, that the menu point is visible in the menu list
- Standard setting: the menu point on the first level are shown in the menu list
- Bigger menu (for example www.nak-nordost.de): the menu point of the first and second level are shown in the menu list

Translate the menu points

- Next to every menu point is the option “Edit”
- Change the name and the path
- Forwarding interal: the menu point can link to another menu point in the list
- Forwarding external: the menu point can link to another website (put in the URL)
- You don't need: description, content alias

Add a menu point

- Next to every menu point is the option “Add”
- Decide for the level of the new menu point
- Change the name and the path
- Forwarding interal: the menu point can link to another menu point in the list
- Forwarding external: the menu point can link to another website (put in the URL)
- You don't need: description, content alias

Move a menu point

- Next to every menu point is the option “Add”
- Decide for the level of the new menu point

Contents of the menu points

- On the left side is the list of all menu points (choose them to see the content)
- Put different “elements” on every page

Put an Element on a page

- On the top is the button “Add element”
- The green areas show the options, where you can put an element (choose one)
- You can see different elements

Elements for static content (the * element are the most important)

For example: texts about our church or faith

- Inhalt Bild mit Link
- Inhalt Bild mit Textblock unterhalb
- Inhalt Countdown
- Inhalt Datenschutz
- *Inhalt Galerie Slider* (galary slider)*
- Inhalt Gemeindefinder
- Inhalt Gemeinden des Bezirks
- Inhalt Impressum

- Inhalt Kontakt mit Anfahrt
- *Inhalt Kontaktformular* (contact form)*
- Inhalt Login Internbereich
- *Inhalt Rubriken Teaser* (teaser fort he top of every page)*
- Inhalt Sidemap
- Inhalt Suche
- *Inhalt Textblock mit Bild/PDF-Vorschau* (text with one picture or pdf)*
- Inhalt Video
- *Inhalt YouTube Video* (embed youtube-video)*
- *Inhalt Zwischenüberschrift* (headline)*

Elements for dynamic contents

For example: articles, events, campaigns

- ➔ They are always connected to the Databases
- Inhalt Auflistung Kampagnen Teaser
- Inhalt Auflistung Meldungen mit Filter
- Inhalt Auflistung Meldungen Slider
- Inhalt Auflistung Meldungen Teaser
- Inhalt Auflistung Termine mit Filter
- Inhalt Auflistung Termine Teaser

Elements like tiles

For example: link to social media

- Base: Layout Widget

Change the Elements:

- Click on the elements (a red menu) on Contents
- "Apply content" (green button)
- Save the page (green button on the top of the page)

Databases (for the dynamic contents)

First of all: Translate the databases

- Go to the menu point "Structures" and click on one database
- In the middle menu is the option "Settings"
- Translate and Refresh (do not change the other settings)

Standard databases:

- Ansprechpartner = contact persons
- Kampagnen = campaigns (big pictures for the homepage)
- Meldungen = articles, news
- Termine = events, appointments
- Veranstaltungsorte = locations for the events (e.g. congregations)

Go to the menu point: "Databases"

Publish an article

- Choose the database "Meldungen" (articles, news)
- Add entry: Title, author, photographer, publish as of, short leader, the main article text and one photo in the gallery (the first photo is used as a teaser for the article)

Publish an event

- Choose the database "Termine" (events, appointments)

- Add entry: Title, By/Until, Description (venue and contact only show some options if you add an entry to the databases “Veranstaltungsorte” (locations) or “Ansprechpartner” (contact person))

Connect the Databases with the dynamic elements

Go to the menu point: “Contents”

The elements are only made for a type of database:

- Inhalt Auflistung Kampagnen Teaser = database „Kampagnen“ (campaigns)
- Inhalt Auflistung Meldungen mit Filter = database „Meldungen“ (articles, news)
- Inhalt Auflistung Meldungen Slider = database „Meldungen“ (articles, news)
- Inhalt Auflistung Meldungen Teaser = database „Meldungen“ (articles, news)
- Inhalt Auflistung Termine mit Filter = database „Termine“ (events, appointments)
- Inhalt Auflistung Termine Teaser = database „Termine“ (events, appointments)

Choose one of these Elements and open the “red menu”, “Contents”

- The form shows a list of “Quellen” (sources)
- “Quelle hinzufügen” (add sources)
- 1. Form: “Auswahl Quelle” (choose a source)
 - o Type in: “sverige”; the list shows only the sources of the Swedish website
 - o Click on the source
- 2. Form: “Auswahl Kategorie” (choose categories)
 - o We do not use the categories yet, so click the check box “All entries, even without categories”
- Click “Übernehmen” (add)
- “Apply content”, “Save” the page (green buttons)

Translate the Frontend

Go to the menu point: “Configuration” – “Translations”

- The menu point on the top “New”
- On the left side is a list of elements, which have to be translated
- Click on each element and type in the translation in the middle of the window
- Click the check box “Done” if all texts are translated and “Save and continue”