

BAMCMS

BamCMS v2.4 User Manual



This Manual is produced for use with **BamCMS 2.4**. Other BamCMS versions will have slightly different features and settings than this version, and you will require a manual for your version.

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Preface

Thank you for choosing BamCMS as the Content Management System for your website. This manual will explain common tasks and provide explanations for the various screens and tools within the BamCMS Interface.

Should you have additional modules, or custom changes made to your installation of BamCMS, the instructions for these modules will be provided separately.

Please note that all of the content within this manual, and additional video and written help content, is available within the BamCMS support website. This website can be accessed via either clicking the Help link within the BamCMS Toolbar, or by visiting the following URL

<http://www.bamcms.com/help/2.4/>

We wish you all the best with maintaining your website!

TIP: This manual is available in PDF format at the above help address. Please print or distribute a copy of this manual to all users who will be administering your website.

Conventions used in this manual

You will notice that we have used certain typographic and layout styles throughout this book to signify different types of information. These are

A link or button that you click on will be represented with an underline. An example of this would be the Help link, or using the word Submit at the end of a form.

An important item will be bolded for your attention. An example of this is **Please note**.

A certain page or section within a page will be written in italics. An example of this would be the *Homepage* or *Toolbar*.

Where we refer to a particular software or third party application, we will always try and include the URL for the product as a footnote.

For more information

To find out more about the web content management system, BamCMS, please visit the *BamCMS website* at <http://www.bamcms.com>

Your BamCMS Login details

Congratulations on your new website project!

Below are some of the vital website details you will require. Please note, that while we are able to reset your username and password it is recommended that you keep these details hidden (as you would with a bank PIN or password) and update your password(s) on a regular basis to ensure a high level of website security.

Staging Site Address : _____

The address above may be used, prior to your new website going live. Once published, this address will no longer be operational, and the address below should be used.

Live Site Address : _____

Username : _____

Password : _____

These details are for your Administrator (also known as Admin) account. You may have created, or have had us create, more user accounts. If this is the case, further documentation will be provided to you regarding these accounts.

It is recommended that you always create user accounts for each person in charge of maintaining the website. Should these people ever leave your organisation, you can simply remove them using the *User management section* (see *Page 24*).

If you have forgotten your password, simply click the '[Forgotten your Password?](#)' link available on the *BamCMS Login screen*, and enter your Username and Email address registered to that User account for a reset password to be emailed to you.

Five handy tips...

For your peace of mind we've listed below our 'Five Handy Tips'. By following these rules each and every editing session will be painless and your website will remain error-free.

Be consistent. When using the headings 1 through to 6 to style your content, try and think like a newspaper or magazine editor, ask yourself these questions:

- How important is this heading?
- How many times have I used a heading this size on this page?
- Does the use of headings follow the patterns used on other pages?

For example, your Page Title should be a Heading 1 style and all subsequent 'next level' headings, should be in Heading 2 style. Sub-headings below a Heading 2, would take a Heading 3 style, and so forth. It is fairly rare for most content to have beyond three levels of headings in a document.

Keep bold, italic and CAPITALS to a minimum. Although very handy to draw attention, over-zealous usage of bold, italic and capitals makes your content look messy and less than professional.

BamCMS 2.4 saves your previous page into version control. This way if you make a mistake or need to revert back to a previous page at a later date, you always have a back up. If you plan to do large amount of changes to a page, consider duplicating the page (see *page 16*) and then once complete and ready to go live, delete the original page and replace.

Consider Search Engines. Search engines want to see your keywords and phrases on every page of your website. Find a nice balance, with as much descriptive plain text explaining your organisation, services and products in terms you expect your customers to use, on as many pages as possible.

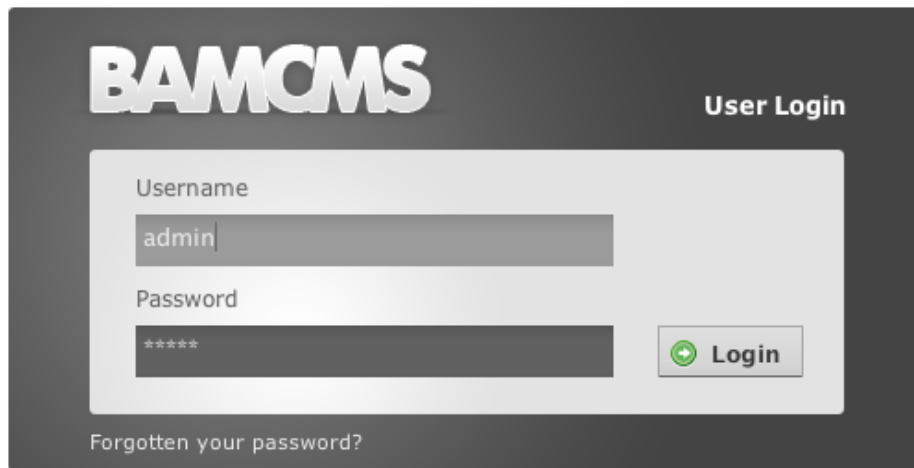
Add meta data per page. Adding metadata to your webpages means that you're enhancing the chances of search engines finding your pages. The Keywords field should convey the subject matter of your webpage. Keywords should be expressed as words or phrases that describe the theme or content of your webpage. Try to imagine the terms someone outside your area would use in a search engine to find information on your webpages.

Logging in

To log into BamCMS, open your web browser and go to www.yourwebaddress.com/bamcms, this will take you to your *BamCMS login page*.

Once on the *BamCMS login page*, simply enter your username and password and then click [login](#).

If you have forgotten your password, simply click the '[Forgotten your Password?](#)' link available on the *BamCMS Login screen*, and enter your Username and Email address registered to that User account for a reset password to be emailed to you.



All login attempts are logged. Unauthorised attempts will be reported.

Figure 1 – the BamCMS login screen.

Once logged in, the *BamCMS Toolbar* will appear at the top of every page within your website. This toolbar is what you will access to navigate to the key features of BamCMS.

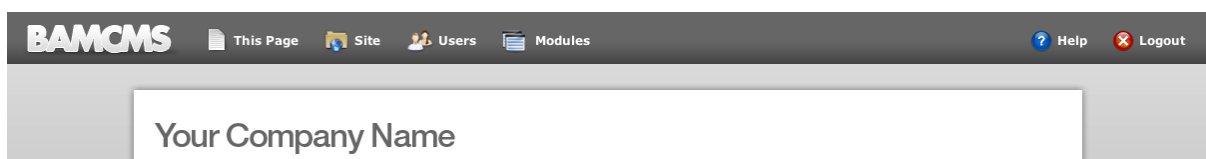


Figure 2 – the BamCMS toolbar.

(The only time the *BamCMS Toolbar* will not normally appear, is if you've requested that page – or several pages – not appear under certain user accounts).

Creating or editing pages

Creating a new page or editing an existing page, uses the same style of screen. The only difference here is with editing, you see all the sections hidden, except for the *Page Content* section, and when creating a new page, all sections are displayed initially.

You can always view a hidden section by clicking anywhere within the grey area which contains the section name.

Rather than replicate all of our instructions here, we will assume that you are creating a new page. The same principles apply if editing an existing page, except that the existing page will have all of these properties and content already provided. We will describe the Page screen starting at the top section (*Page Properties*) and work to the last section of the page (*Privileges*).

Page Content

This is the main body text of the page. Because the field for Page Content is a Rich Text Editor, you format or change your page content more or less as you would in a word processor such as Microsoft Word. For details of what most of the buttons do, hover over the button to see a description. Several of the buttons require more detailed instructions, outlined below.

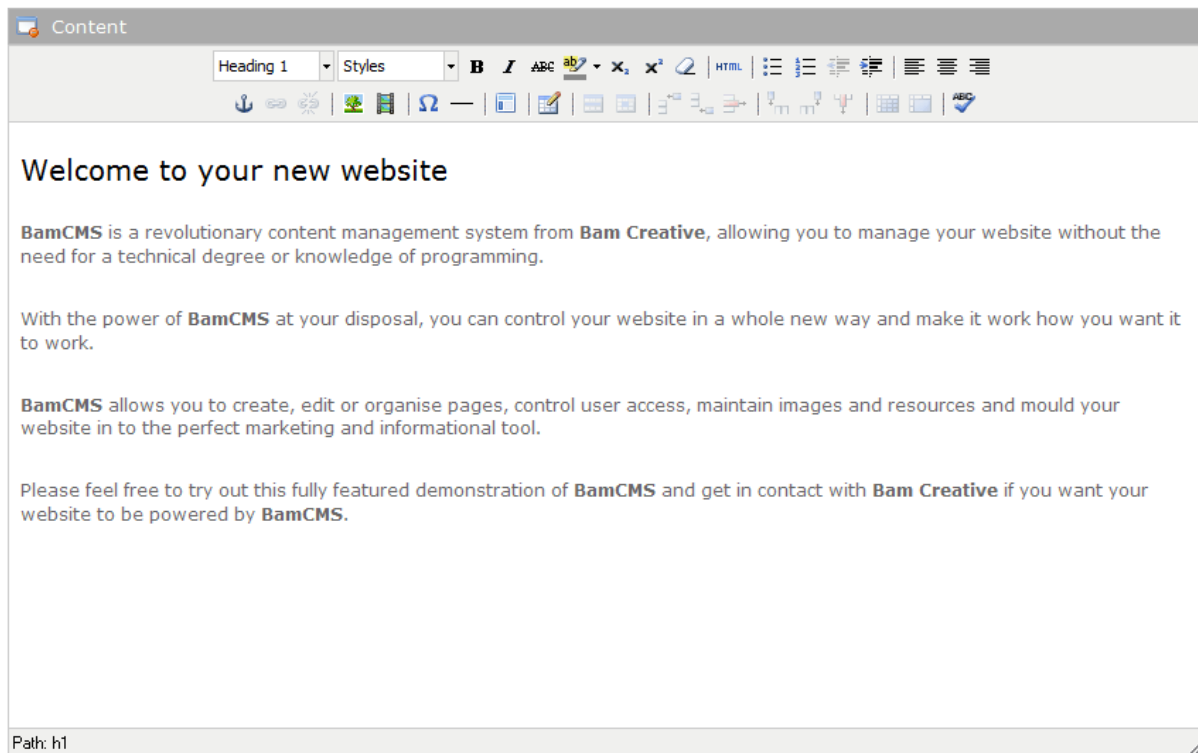
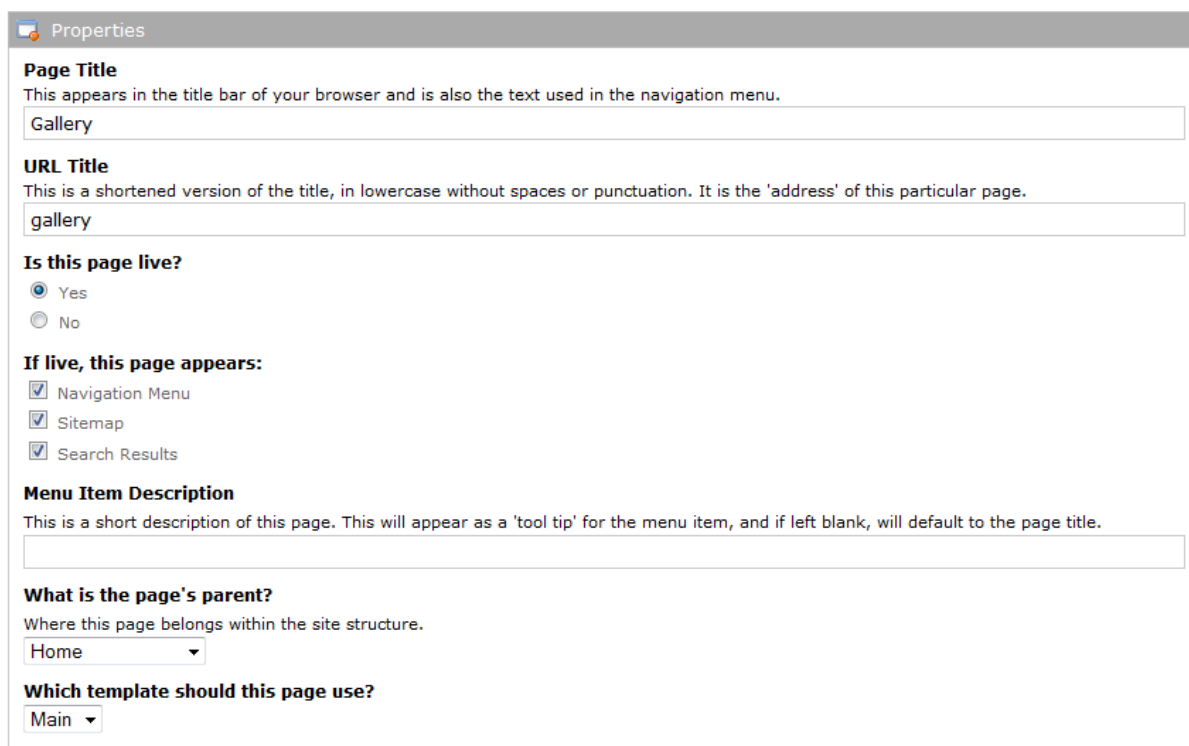


Figure 3 – Page Content section of editable region, where all text and images are added or edited

Page Properties

The *Page Properties* section deals with the less frequently edited properties of the page.



The screenshot shows a 'Properties' window with the following sections:

- Page Title**: This appears in the title bar of your browser and is also the text used in the navigation menu. Input field contains 'Gallery'.
- URL Title**: This is a shortened version of the title, in lowercase without spaces or punctuation. It is the 'address' of this particular page. Input field contains 'gallery'.
- Is this page live?**: Radio buttons for 'Yes' (selected) and 'No'.
- If live, this page appears:**: Checkboxes for 'Navigation Menu', 'Sitemap', and 'Search Results', all of which are checked.
- Menu Item Description**: This is a short description of this page. This will appear as a 'tool tip' for the menu item, and if left blank, will default to the page title. Input field is empty.
- What is the page's parent?**: Where this page belongs within the site structure. Dropdown menu shows 'Home'.
- Which template should this page use?**: Dropdown menu shows 'Main'.

Figure 4 – Page Properties section of editable region.

Page Title

The page title appears at the top of your browser window and is also used in your website's navigation menu.

URL Title

The URL title appears in the address bar. The URL title is automatically filled in for you as you create the page title. So the URL title will appear as <http://www.yourwebaddress.com/parent-page/sub-parentpage/>.

For example

Our Products	/our-products/
About Us	/about-us/

Is this page live?

This determines whether this page is visible to the public or not. New pages are set to **No** by default, and will remain hidden from public view until you check **Yes** and make the page live.

If live, this page appears:

This field allows you to select whether you want your new page to appear in the navigation or not at all. If you uncheck the Navigation Menu option, the only way to reach that page is if you know the direct URL to it, or if you link to it from the Rich Text Area of another page.

Menu Item Description

The menu item description you have set for a particular page will appear in a small box under the navigation item for this page when a user hovers over it. If you don't set the menu item description it will simply use the page title for the page.

What is the page's parent?

This determines where the page lies in the overall structure of the website. For example, you may have an [About Us](#) page, listing general information as well as a [Board Members](#) page. In this case [Board Members](#) would have [About Us](#) as its parent, which in turn will have [Home](#) as a parent.

Which template should this page use?

Template is another word for design. Some websites may only have one template, it depends how your website was designed. Some websites may have slightly (or very) different designs for different areas of the website. Simply select the template representing the design you want to use on each page.

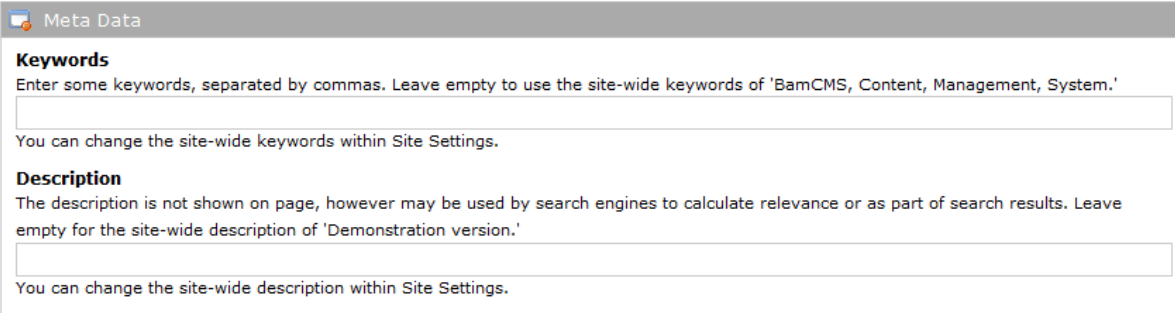
Meta Data

Keywords

Keywords help search engines find your website. Although not as important as they once were, keywords give search engines an idea of the content of your page. You can also enter phrases into the field, but they shouldn't be longer than three words. Each keyword or phrase should be separated by a comma. These can also be set at a default or website wide level (see [page 20](#)).

Description

The description works similarly to the keywords, leading search engines to your website by describing your service or organisation, usually in a single sentence. Similarly to the keywords, the description can also be set at a default or website wide level (see [page 15](#)).



The screenshot shows a 'Meta Data' section with two main parts: 'Keywords' and 'Description'. Each part includes a text input field, a brief instruction, and a note about site-wide settings.

Meta Data

Keywords
Enter some keywords, separated by commas. Leave empty to use the site-wide keywords of 'BamCMS, Content, Management, System.'

You can change the site-wide keywords within Site Settings.

Description
The description is not shown on page, however may be used by search engines to calculate relevance or as part of search results. Leave empty for the site-wide description of 'Demonstration version.'

You can change the site-wide description within Site Settings.

Figure 5 – Meta Data section of editable region.

Privileges

This allows you to control access to the page. You can see a list of all groups you've created (as well as Admin and Anonymous, both of which are constant). Admin refers to the primary user who has access to the whole BamCMS system. Anonymous refers to any visitor to the website who has not logged in.

There are two types of privilege you can apply to a group, View and Manage. View allows the group access to see the page and its content. Manage allows the group access to edit and delete pages.

To modify the privileges simply check or uncheck the boxes associated with the group and type of privilege you want to change.

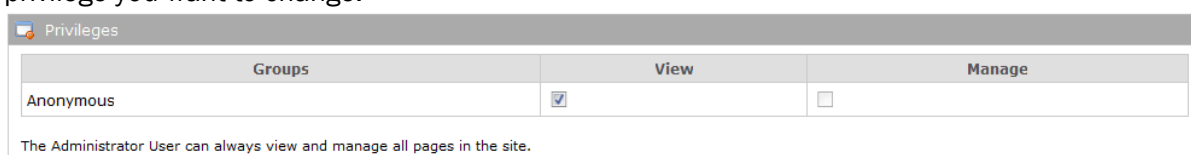


Figure 6 – Privileges section of editable region.

Version History

Version history shows previous editions of the page. With Version history the user is able to revert the page back to a previous version. Simply click on the view link. This will open a popup with that pages content. Simply click on the “Select html” button, this saves the html content into your computers clipboard. Then open the html editor in the content area, this is the html button


 at the top right hand corner and then paste the content into the popup editor. Click update and page is reverted back to the previous version of your choice.




Figure 7 – Version history section of editable region.

Content Area

Here we discuss some of the more complicated features of the content area.

Inserting a hyperlink into your content

Highlight the text or image you wish to use as your link. Click the Insert/Edit Link button  in the toolbar; this will launch the Insert/Edit Link window.

From here you can choose to link to a page within the website, a resource (pdf, word document etc), an external page (e.g. if you wanted to create a link to google from your website) or an anchor, see below, that exists within the page. Remember to choose new window (_blank) as the target for resources and external websites.

Inserting a Anchored link into your content

An Anchored link is a link from one area of your page to another. These links are used most often in FAQ pages with the questions at the top of the page and the answers down the page. The questions are anchored to the answers. To do this, firstly we must create the anchor. Place your cursor where you want the anchor. Click the Insert/edit anchor button, this is the button in the shape of an anchor. A popup box will appear asking you to name your anchor. Click insert and you will see a small anchor inserted into the body of the content where your cursor was placed. Then to link to that anchor, highlight the text or image and select the Insert/Edit Link this will launch the Insert/Edit window. Simply select the Anchors drop down list to view your newly created Anchor. Select the anchor and click on Insert. You have now created an Anchored link.

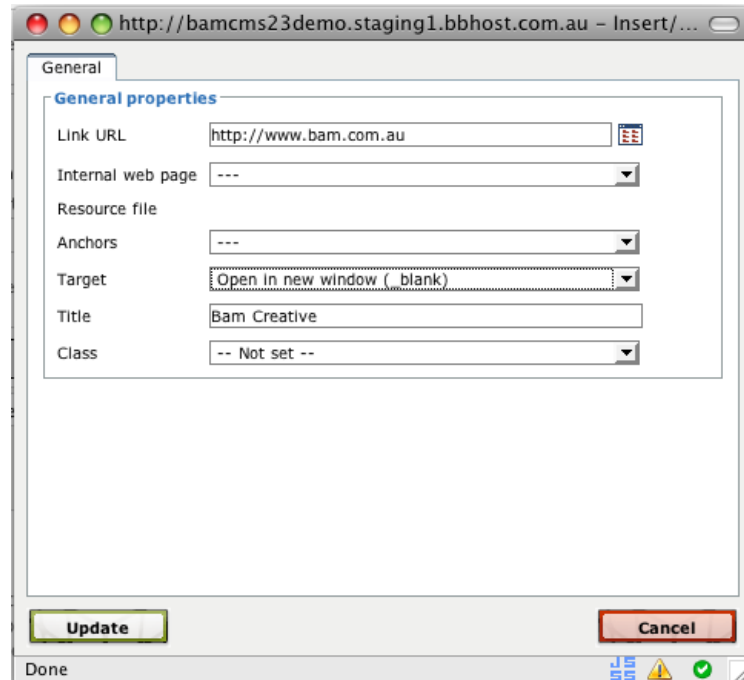




Figure 8 – Adding a link to your content.

Inserting an image into your content

Clicking the Insert/Edit Image button  in the toolbar will launch the Insert/Edit Image window.

Click the Browse button  located alongside the Image URL field. First you need to select the Library containing the image you want to place. By default, BamCMS uses two libraries – one called ‘art’, which contains the images we’ve used to design your website (you should avoid manipulating or changing its contents) and one called ‘rta’, which contains all images you’ve added using BamCMS.

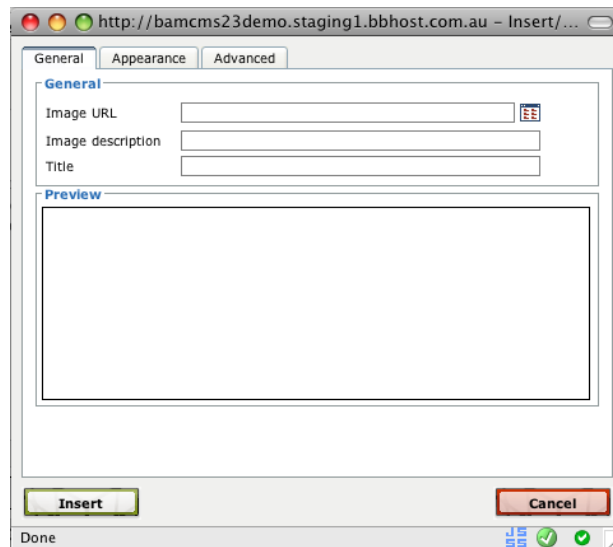


Figure 9 – Insert/Edit images dialog box.

Once you've selected the correct library, you'll see a list of images. If you click any of these images, a preview is displayed in the Insert/Edit Image window. Click the Insert button at the bottom of the Insert/Edit Image window.

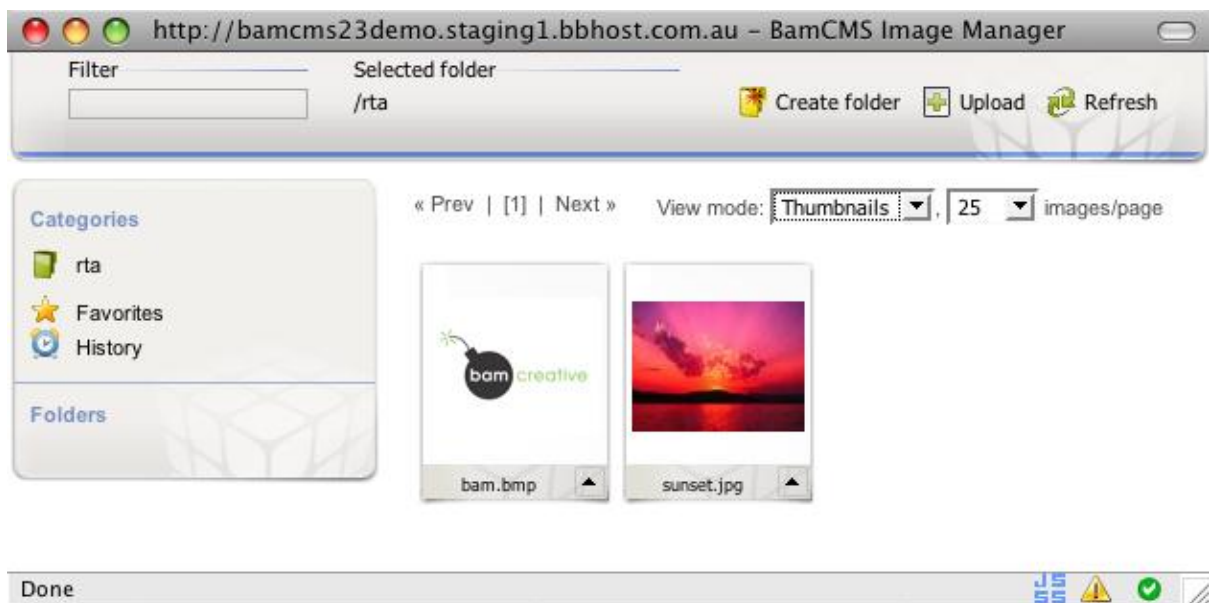


Figure 10 – Viewing images uploaded to your website.

Uploading a new image

When you click the Insert/Edit Image button on the toolbar and the Insert/Edit Image window appears, click Browse at the top left of the Insert/Edit Image window. Click the Upload Image button which is on the right hand side and looks like this:

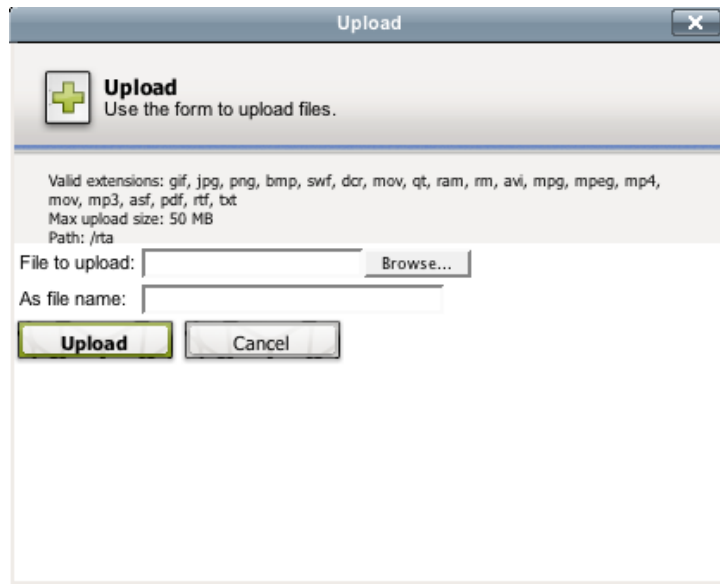
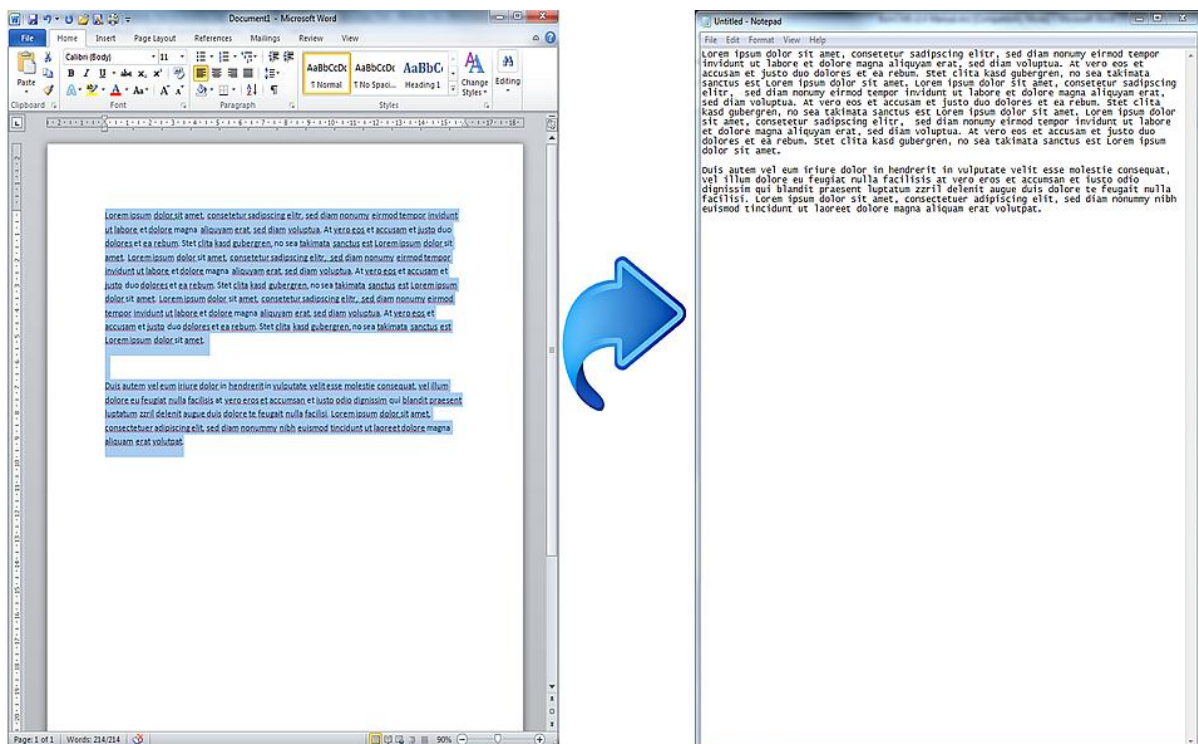


Figure 11 – Uploading Images to your website.

Don't paste in from Microsoft Word. Pasting content in from Microsoft Word¹ and other text processing programs often have 'hidden code' within your documents, that can cause unwanted changes to the layout of your website. **This is an issue with the software, and not with content management systems, such as BamCMS, who all suffer from this issue.**

So, remember to always paste your content into a plain text editor, such as Notepad² on a Windows computer, or Text Edit³ on a Macintosh computer, and then copy and paste this unformatted text into BamCMS, for formatting.



¹ <http://office.microsoft.com/word>

² <http://www.microsoft.com/windows/default.aspx>

³ <http://www.apple.com/macosx/>

Organising Pages

The Organise Pages page contains a list of all the pages currently in the website. If you've created a page but haven't linked it to other pages or added it to any menus on the website, Organise Pages makes it easy to find your pages in order to manipulate or manage them. Each page is accompanied by Edit and Duplicate links, which allow you to edit or make a copy of any existing page. Organise Pages also allows you to reposition (reorder) pages.

Organise Pages

You can re-order pages by selecting a different position in the select box to the left of each page name.

Page	Last Edited	Edit	Duplicate
- ▾ Home	04-11-2008	Edit	Duplicate
1 ▾ About Us	04-11-2008	Edit	Duplicate
1 ▾ History	04-11-2008	Edit	Duplicate
2 ▾ Products	12-11-2008	Edit	Duplicate
3 ▾ Services	12-11-2008	Edit	Duplicate
4 ▾ Maintenance		Edit	Duplicate
5 ▾ Coming Soon		Edit	Duplicate

Figure 12 – Organise pages table

Repositioning a page

Organise Pages lists the pages of your website in their current order. You'll see that each page has a select box beside it, the current position within the branch its default selected value. You may only reposition a page within the branch of the website tree in which the page currently resides. If you want to move the page to a different branch within the website tree, you can do this by changing the Parent via Edit Page.

To reposition a page within its branch, click the select box and you'll see the options (from 1 to the total number of pages within that branch). Simply click the position you wish to move the page to and Organise Pages will reload with the new page order. All other pages are affected in turn and reorder themselves appropriately.

Duplicating a page

To duplicate a page, simply click the 'duplicate' link to the far right of the page title in the Organise Pages table. This will create an exact copy of the page, to allow you to edit the content. Start by duplicating the page, and then renaming the page, to give it its own page title.

Page Privileges

You can set the privileges for a group on each page of your site by ticking or unticking the boxes displayed. Simply select the group from the drop down menu. This will display all the current pages and that groups privileges.

Greyed-out tickboxes in the 'View' column mean that the page allows anonymous views. Remove anonymous viewing privileges by editing the page in order to control viewing permissions for that page.

See the example below for the privileges of group one.

Page Privileges

You can set the privileges for a group on each page of your site by selecting a group in the listbox below and then ticking or unticking the permissions in the form that appears.

Select the group you wish to manage:

Note: Greyed-out tickboxes in the 'View' column mean that the page allows anonymous views. Remove anonymous viewing privileges by editing the page in order to control viewing permissions for that page.

		View	Manage
Page	Last Edited	<input type="checkbox"/>	<input type="checkbox"/>
Home	29-11-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coming Soon	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintenance	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stylesheet	-	<input type="checkbox"/>	<input type="checkbox"/>
Gallery	23-11-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
News	23-11-2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 13 – Privileges assigned to group one

Resources

Resources are files which you link to from the page, such as Microsoft Word, PDF or .zip files that you want visitors to be able to view or download.

Resources

Name	File	Description	Uploaded	Size	Delete
BamCMS	BamCMS_Manual_V2.3.pdf	Training manual for BamCMS	14-11-2008	755kb	Delete

Add a Resource

Name
This is used in the file selector, and should be a short name for the resource.

Description
This is optional, and is only for internal use.

File
The file name must only contain letters, numbers, dashes and periods. Spaces in the file name will be replaced with hyphens.

Figure 14 – Adding resources to your website.

Add a Resource

To add a resource to a page, enter a Name and Description for the resource in the appropriate fields. For example, you might enter 'Books Coming Soon List' as the Name, and 'A list of the books which will be coming to our store between now and December' as the Description. Click Browse. Locate the file you want to upload from your computer, click Add File and wait for your file to upload. Once uploaded, the file will appear in the resources list. To remove a resource, click the delete link beside the resource you want to delete in the resource list.

Delete a Resource

To delete a previously uploaded resource, you can click the [Delete](#) link on the far right of the Resource name in the *Resources table*. This will take you to a dialog screen to confirm, and please note – deletion is irreversible, so please take care when using this option.

Optimise your files

It is important to optimise any files you upload, to keep their file size to a minimum, to reduce your hosting disc space, as well as the data traffic that many downloads of the same resource may cause.

It is advisable to only upload screen resolution PDF files, and break larger PDF documents (those with dozens or hundreds of pages) down into sections, using your PDF creation software. Some PDF software allows optimisation, otherwise simply set the output options to 'Screen' or 'Low Resolution'.

In the latest version of Microsoft Office, PDF exporting is included. Other PDF software available includes;

- Adobe Acrobat (see <http://www.adobe.com/acrobat/>)
- Pdf995 (see <http://www.pdf995.com/>)
- PrimoPDF (see <http://www.primopdf.com/>)

The same goes with image files – all images should only be uploaded at the size they will be displayed, and should all be set to 72dpi (dots per inch). Most image software allows you to save images as ‘web optimised’ and this option should be chosen if they are to only be viewed online.

Site Settings

This allows you to control various website wide settings. To edit these settings select [Site Settings](#) from the Site menu item in the Toolbar. Listed below is a brief overview of settings available

Site Settings

Site is Currently Unlocked

Site updates are currently **unlocked**. You can prevent users from doing content updates by pressing the 'Lock Site Updates' button.

Site Information

Contact Name
This is a contact name used for general enquiries. It should be the website owner, or a generic name like 'Customer Service.'

Contact Email
This is a contact email address used for general enquiries. It should be a generic address, such as info@yourdomain or sales@yourdomain.

Site Name
This name will appear on page titles throughout the entire website.

Site-wide Description
This description can be changed on a per-page basis. The description is not shown on page, however may be used by search engines to calculate relevance or as part of search results.

Site-wide Keywords
These keywords will be used throughout the website, and can be changed on a per-page basis. Enter some keywords, separated by commas.

Site Styles
You can view the website styles by looking at the [style sheet page](#).

Site Access

Site Mode
You can change public access to the entire website by using the following choices:

- Live
- Maintenance
- Holding Page (e.g. Coming Soon)

Page/File Not Found Message
(404 message)
This will be displayed in the event of a file or page not found. The sitemap will automatically appear under this message.

Figure 15 – All the settings available for your website in Site Settings.

Site is Currently Unlocked

Clicking this button will prevent users from editing the website whilst the website administrator carries out website maintenance.

Site Information

Contact Name

Input fields have been provided for a Contact Name and Contact Email regards your website project. It is useful to place the contact details of the person in charge of your website project here in case website specific questions need to be asked in future.

Contact Email

Input fields have been provided for a Contact Name and Contact Email regards your website project. It is useful to place the contact details of the person in charge of your website project here in case website specific questions need to be asked in future.

Site Name

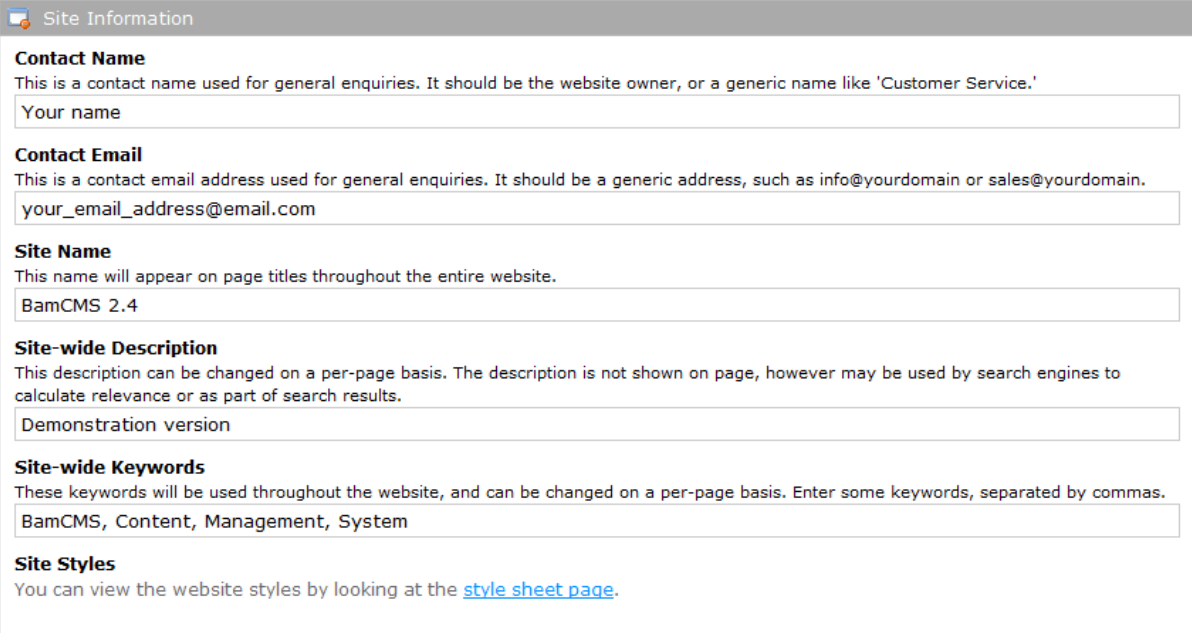
This input field is used to give your website a name. This will usually be your company name.

Site-wide Description

The website description input field is used to explain your website and company offerings. Providing descriptive keywords and search terms here is beneficial to Search Engine Optimisation.

Site-wide Keywords

This is a list of keywords and search terms used to find your website in the many search engines available on the web. More specific terms may be entered on any given page using the [Page Properties](#) dialog box (see [Page 9](#)).



Site Information

Contact Name
This is a contact name used for general enquiries. It should be the website owner, or a generic name like 'Customer Service.'

Your name

Contact Email
This is a contact email address used for general enquiries. It should be a generic address, such as info@yourdomain or sales@yourdomain.

your_email_address@email.com

Site Name
This name will appear on page titles throughout the entire website.

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Site-wide Description
This description can be changed on a per-page basis. The description is not shown on page, however may be used by search engines to calculate relevance or as part of search results.

Demonstration version

Site-wide Keywords
These keywords will be used throughout the website, and can be changed on a per-page basis. Enter some keywords, separated by commas.

BamCMS, Content, Management, System

Site Styles
You can view the website styles by looking at the [style sheet page](#).

Figure 16 - Site information

Site Access

The three modes available to a BamCMS website are Live, Maintenance and Holding Page.

- Live is the setting most commonly used, that is all pages you have specified as viewable will be live to public users of the website.
- Maintenance is a mode used to notify public users of scheduled maintenance and website updates. You may wish to provide email or phone details on this page so that users may still contact you.
- Holding Page is a setting used to inform users of your intent to launch. Again is it useful to provide your audience with other contact details in lieu of your big launch!

Page/File Not Found Message

Using the Page Not Found Message dialog box you have the ability to craft your own error message. If a visitor mistypes the URL or finds a link that is no longer on the website they will be shown your message and a search box to search

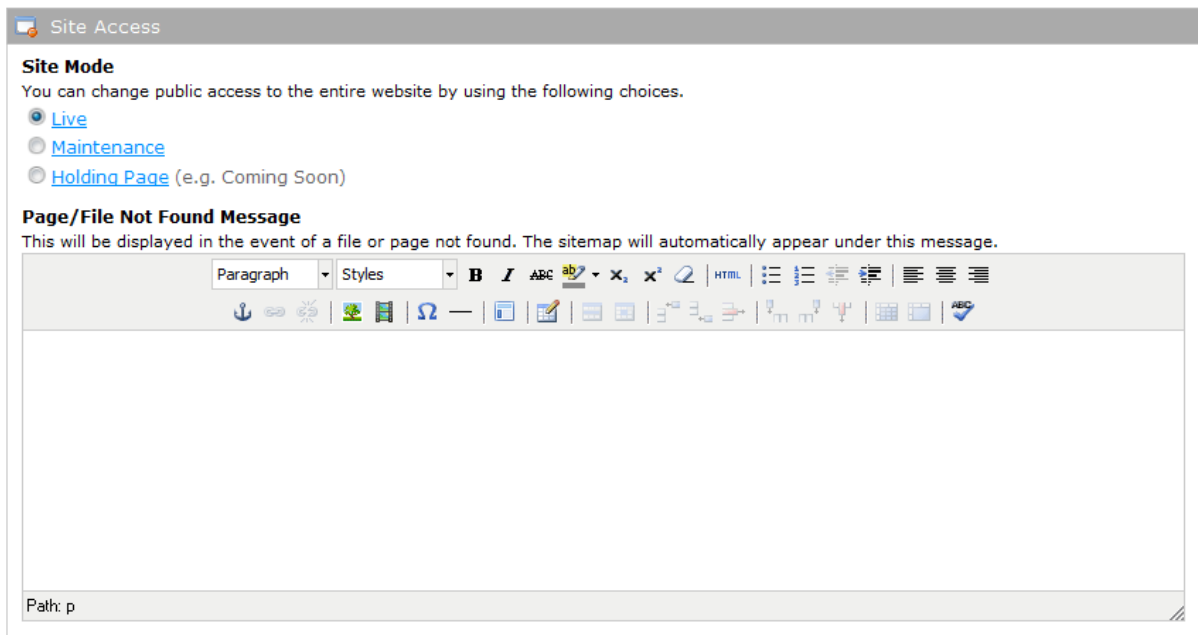


Figure 17 – Site Access

Statistics

Choosing *Stats* from the *BamCMS Toolbar* will open a new browser window, and take you to our website statistics server, using Urchin software.

You will need to provide your username and password for the statistics server the first time you sign in. In future visits, the system should remember who you are. Please note that the username and password may be different to your BamCMS details.



Figure 18 – Web Statistics Log-in Screen.

Once logged in, you will be able to view reports showing traffic to your website, where they were referred from, what pages users visited and the like. Use the date range filter on the lower left hand side to change the range in which you are viewing reports.

An in-built help system will guide you through the rest of the features, or alternatively visit one of the sites below for more in-depth help.

https://secure.urchin.com/helpwiki/en/Help_Center

<http://www.urchintools.com/toolbelt>

Please note that we are unable to provide support answers for this software. Most questions can be answered using one of these two methods.

Link Checker

The *BamCMS Link Checker* is an automated method of checking all of the hyperlinks throughout the content of your website, to discover any broken links, which no longer direct users to the right place.

Simply click the 'Check content for dead links' button to re-index the content of your entire website to find any broken links. Note that this only works on the content area of every page of your site, and does not work on navigation items or template driven links within the website.

The Link Checker could take a few minutes, depending on the size of your website. Once complete, the link Checker will display one of two messages.

No broken links were found. This means that no broken links were discovered when indexing the website content.

Broken links found. In this instance, it will also show the page where the link is, and the text that appears on the link. You can then edit this page (see *Page 11*) to make the required link changes.

Link Checker

Check for dead links within BamCMS content pages.
Please note that this could take a while.

Check content for dead links

2 links were checked.

The following pages had broken links

[Home](#) (last updated 2010-11-29 12:37:06)

- [/resources/brokenlink.pdf](#)

figure 19 – Check for broken links on all BamCMS pages

View Logs

The *View Logs* section allows the Administrator and other users with the correct permissions, the opportunity to review recent BamCMS user accesses and actions within your website. The *Site Logs* will show when and who performed a number of actions, being

- Signed in
- Page repositioning
- Page creation
- Page deletion
- Changes to Site Settings

This is a very effective way to keep an eye on the content for your website. You can easily see who has changed content, and what content has been changed. It is important for this that you give each BamCMS user a different user account, so you can effectively track each person.

Site Logs

Total log entries: 16

Time	Page	Action	User
14 Nov 2008 08:00	[Not available]	Resource uploaded: BamCMS (BamCMS_Manual_V2.3.pdf)	admin
12 Nov 2008 13:41	[Not available]	Site settings changed	admin
12 Nov 2008 13:41	[Not available]	Signed in with username admin	admin
12 Nov 2008 12:25	Contact	Page repositioned from 3 to 6	admin
12 Nov 2008 12:25	[Not available]	Signed in with username admin	admin
12 Nov 2008 12:24	[Not available]	Site settings changed	admin
12 Nov 2008 12:23	Home	Page edited	admin
12 Nov 2008 12:23	Services	Page added	admin
12 Nov 2008 12:22	Products	Page added	admin
12 Nov 2008 12:22	History	Page added	admin
12 Nov 2008 12:21	About Us	Page added	admin
12 Nov 2008 12:21	[Not available]	Signed in with username admin	admin
12 Nov 2008 12:10	[Not available]	Site settings changed	admin
12 Nov 2008 11:51	Contact	Page edited	admin
12 Nov 2008 11:48	Contact	Page added	admin
12 Nov 2008 11:48	[Not available]	Signed in with username admin	admin

Figure 20 – View all activity on your website with View Logs.

Managing Users

Each authorised user receives a username and password which allows them to log in according to their level of access. The Admin user is common to all installations of BamCMS. The details for this user should only be given to the person in charge of controlling all content.

User details can be allocated to more than one person. For example, if you have a page of wholesale price lists you only want accessible by retailers, you can set up one user for all retailers to allow them need to access your website content.

To view a list of all of users currently in your system, click the [Manage Users](#) link from the *BamCMS Toolbar*.

Users

Total users: 1

User	Groups	Created	Edit	Delete
admin		Feb 16, 2010	Edit	

Figure 21 – View all users on your website.

Adding a New User

To add a new user click [Add New User](#) located just above the user list, which will take you to a form. Enter the desired username and password, and select the group you'd like the login allocated to by checking the tick box and clicking [Add User](#). Using BamCMS, privileges are assigned to groups rather than individual users, making it easier to add or edit users without the need to allocate privileges to each new user every time. Please see [Managing Groups \(Page 11\)](#) for more details on working with groups.

Add User

This form allows you to create a new User account. These details can be changed later, and are only used internally, and are not displayed to the public.

Required Information

Username
This should be short and use only lowercase a-z, and contain no spaces or punctuation symbols.

Password
Choose a strong password. This should be hard to guess, and contain both UPPER and lowercase characters and numbers.

Re-type Password
Please re-type the password.

Email
This is internal use only, and is not displayed on the website. If you require your password to be reset, an email will be sent to this address.

Personal Details

First name
This is internal use only, and is not displayed on the website.

Surname
This is internal use only, and is not displayed on the website.

Organisation
This is internal use only, and is not displayed on the website.

Notes/Comments
This is internal use only, and is not displayed on the website.

Groups

This user must belong to at least one group. Each group has its own set of permissions. If in doubt, check the Groups page.

Group Name	Assigned to
Group One	<input type="checkbox"/>

Figure 22 – Adding details for a new user.

Editing a User

Simply click [Edit](#) beside the name in the user list you want to edit, modify the fields as desired and click [Edit User](#).

Deleting a User

Simply click [Delete](#) beside the name in the user list you want to remove and click [OK](#) to the confirmation prompt. Make certain before committing the removal of any user, as deleting users can't be undone.

Managing Groups

'Groups' refers to a collection of users, and is used to define the privilege levels of the users within the group. When staff members leave or join your organisation, Groups lets you add or remove users simply without the need for assigning access privileges to every user individually.

To view a list of all of the groups currently in your system, click [Manage Groups](#) from the Toolbar. Further operations are described below.

Groups



Group	Edit	Delete
Bam team	Edit	Delete

Figure 23 – view groups for your website.

Adding a New Group

Click [Add New Group](#) located just above the group list, which will take you to a simple form. Simply enter the name of the group and click [Add Group](#).

Add Group

Complete the following form to add a new user group. Any users which belong to this group have the following permissions applied to them.

Group Name

Name
This is the name of the group.

Permissions

Users assigned to this group will be able to (check those which apply):

- Manage Groups
- Manage Users
- Manage Resources
- Create New Pages
- Organise Pages
- See the BamCMS toolbar
- See non-live pages
- View logs
- Access the website when it is in holding page mode
- Access the website when it is in maintenance mode
- Update the website when it is locked from updates

Module Permissions

Users assigned to this group will be able to (check those which apply):

PageImage Module

- Can add images to pages

Articles Module

- Can create, edit and modify articles

Versions Module

- Can revert pages to previous versions

Advanced Resources Module

- Can create, edit and modify resources

Additional Options

Upon login, redirect to
If a user belongs to more than one group with login redirect set, the first one encountered is used.

/

Figure 24 – Adding a new group to your website.

Changing a Group's Name

Simply click [Edit](#) beside the group in the group list you want to edit, change the name and click [Edit Group](#).

Deleting a Group

Simply click [Delete](#) beside the group name in the group list you want to remove and click [OK](#) to the confirmation prompt. Make certain before committing the removal of any group, as deleting groups can't be undone.

Modules

As well as the core features of BamCMS, we have a number of modules available for installation to your BamCMS install. In the case you have additional modules; these will appear under the *Modules* heading within the BamCMS toolbar.

A User Manual is available for each module. Please contact Bam Creative to arrange delivery of a User Manual.

Common modules available to you include;

- Articles Module
- Snippets Module
- Testimonial Module
- Gallery Module
- Advanced Resource Module

For more information about these modules, please contact Bam Creative (see *Page 32*).

Logging Out

To logout, simply click Logout in the Toolbar. If you are the only user which has access to your computer, you may wish to leave yourself logged in, for further changes, however if you are not, it is prudent that you log out every time. This is very important for security if you are using a shared computer.

Glossary

Administrator

The person with full and complete control over the system with the privilege to add, edit or delete all pages, users and groups and content.

Browser

This is short for the software package called a 'web browser', such as Internet Explorer (<http://www.microsoft.com/ie/>) or Mozilla Firefox (<http://www.getfirefox.com/>). This is what you use to view websites. There are many other browsers available, however Firefox and Internet Explorer are the two largest market share browsers.

Content Area

The Content Area or simply, Content, is the area of the page which is distinct from other pages, and holds the text and images for that one page.

CMS

This is short for Content Management System, a way of describing a tool to manage the content on your website. In this case, BamCMS is the content management system for your website.

Domain Name

This is your website address. For example, the domain name for Bam Creative is www.bam.com.au.

Groups

This is a group of users which all have same characteristics with permissions. Using groups to group your users together makes it easier to assign certain editing or viewing rights to a team of people at the same time.

Login Screen

This is the first page you go to when logging into BamCMS. It is the page which shows the Username and Password fields.

Modules

These are additional or 'plug in' elements that can be added to the BamCMS to further functionality of your website.

Permissions

Different user levels have different access and functionality, for example, viewing the page, editing the page, etc. This is typically called 'permissions'.

Resources

These are non-HTML files, such as PDF, Microsoft Word, Power Point, text files and the like.

Toolbar

The bar situated at the top of all pages once you have logged into BamCMS. It contains links to all of the BamCMS functions and tools that you have permission to use.

URL

Short for Uniform Resource Locator, this refers to the particular address for a page or file. An example would be the portfolio page on the Bam Creative website has a URL of <http://www.bam.com.au/portfolio/>

Users

This refers to people who have access to the BamCMS system. In this instance, 'user' normally refers to any staff member with standard permissions.

Website

This is the website we have built for you.

Feedback

Was this manual useful? We'd appreciate your feedback on it. Did it not cover some important points? Was it easy enough to understand? Your answers to these questions help us improve this document for future readers, so please let us know what you think by emailing us at bam@bam.com.au

Support

To obtain support, we recommend that you first check this manual for answers, or visit the latest up-to-date support materials, at the following address. These materials include video instructions, as well as a library of useful written material.

<http://www.bamcms.com/help/2.4/>

We keep answers to most frequently asked questions at this location. Should you have a support question not covered by this manual or by the online help system, please contact the team at Bam Creative using the following contact details. Note that some support queries may incur charges. Please ask the team member before continuing.

Email bam@bam.com.au

Web www.bam.com.au

Phone (08) 9422 6722

Fax (08) 9272 6625

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