Uk192.com User Management

This area allows you to set-up the folders and users that constitute the editable areas of the web site. There are several selections that can be defined in this area.

Settings

This defines the set-up of the administration site. These settings should have been set-up by on delivery of the web site. You should not have to modify these settings unless the web site is moved to a different server.

Company Name	Sets the Company Name. (For use in the Administration site only)
Full URL	Sets the URL of the web site. (For use in the Administration site only)
Database Connectivity String	Sets the Database Connectivity String, which controls which database driver is used by the server to access the databases. (For use in the Administration site only)
Web Server Statistics URL	Sets the URL of the statistics server (if there is one). If there is no statistics server, leave this field blank and the link will be disabled.
Database Type	Click an option to set the database type. (For use in the Administration site only)

Users

This is where you set-up user accounts so that members of staff may log in to update the site. Privileges can be set to allow access to specific areas and functions of the administration site. The list of user accounts is shown with their username, email address and real name.

Creating a New User Account
Click the Add New User button at the top right of the page. Fill in the information required and click the checkboxes to set the areas that this user is allowed to access. Click the Add button to create the account, or the Cancel button to abort.

Editing an Existing User Account
Locate the user account you wish to edit and click on the username. Edit the information as required. Click the Update button to update the information, or the Cancel button to abort.

Deleting a User Account
Locate the user account you wish to remove and click the Remove User button associated with that user. A confirmation message box will appear. Click OK to remove the user or Cancel to abort.

Security Permissions

Allow User Modification	Enables the user to enter the Users Settings area. Only users with this permission can modify and create users.
Allow Set-up Modification	Enables the user to enter the Set-up area. Only users with this permission can modify ANY set-up settings at all.
Allow Page Editing	Allows the user to edit web site pages and files.
Allow Create/Rename/Delete	Allows the user to create new files, rename files and delete files.
Allow Database Editing	Allows the user access to the databases.
Allow FTP Access	Enables the FTP access page.
Allow Statistics Access	Enables access to the Statistics server (if available)
Allow Uploading	Allows the user to use the File Uploader function to upload new pages and files to the web site.
Allow Custom Functions	Enables access to any custom functions that have been included by Uk192.com.
Allow Site Explorer	Allows the user to access the Site Explorer area of the administration site.

FTP

This page allows you to set-up the details for your FTP site for use in Internet Explorer FTP sessions. However, at this time, user logon to FTP sites is not fully supported via Internet Explorer.

FTP Site URL	Enter the FTP site URL here.
FTP Site Username	Enter your FTP site Username here.
FTP Site Password	Enter your FTP site Password here.

Folders

Here you can add, remove or rename folders on the web site. At first viewing you will be at the root of the web site. All folders (except the Administration site folders themselves) will be shown. To select a folder, click on its icon or name (or in the space around it). The folder will be highlighted and the folder function buttons will appear at the top of the page. Click the same folder again to deselect it.

To Create a New Folder
Click the Create New Folder button at the top right of the page. Enter the new folders name (making sure it is different from any existing folder) and click either OK or Cancel on the dialog box that appears.

To Open a Selected Folder
Click the Open Folder button. The screen will be refreshed with the contents of the chosen folder. The path to the folder is shown to the top left of the page.

To Rename a Selected Folder
Click the Rename Folder button. Enter the new folder name (making sure it is different from any existing folder) and click either OK or Cancel on the dialog box that appears.

To Delete a Selected Folder
Click the Delete Folder Button. A confirmation dialog box appears. Click OK to remove the folder or Cancel to abort.

Folder Navigation
To navigate through folders, a button appears when you have opened a folder which allows you to move back up one folder level. This is the Up Folder button.

Refresh Button
This button allows you to manually refresh the screen if your browser has not done so already after making any changes to folders in the current view.

Databases
This is where you set-up which folders on the web site contain databases. After a folder has been added to the list, the folder can be explored using the Database Explorer link. The current list of database folders is shown with their folder name and MS-DOS path.

Adding a New Database Folder to the Folder list
Click the Add New Database Folder button at the top right of the page. The following series of pages allows you to explore through the various folders on the web site and select any of them to be added to the list as a database folder. To explore the folders, click the Open Folder button (or the folder name) associated with each folder. To add the folder click the Add Folder button associated with the relevant folder. To return to the previous folder, click the Up Folder button. To abort, just click the Set-up/Databases link again.

Removing a Database Folder from the folder list
Locate the database folder you wish to remove and click the Remove Folder button associated with it. A confirmation message box will appear. Click OK to remove the folder or Cancel to abort.

Pages

This is where you set-up which folders on the web site contain web site pages. After a folder has been added to the list, the folder can be explored using the Pages Explorer link. The current list of page folders is shown with their folder name and MS-DOS path.

Adding a New Page Folder to the Folder list
Click the Add New Page Folder button at the top right of the page. The following series of pages allows you to explore through the various folders on the web site and select any of them to be added to the list as a page folder. To explore the folders, click the Open Folder button (or the folder name) associated with each folder. To add the folder click the Add Folder button associated with the relevant folder. To return to the previous folder, click the Up Folder button. To abort, just click the Set-up/Pages link again.

Removing a Page Folder from the folder list
Locate the page folder you wish to remove and click the Remove Folder button associated with it. A confirmation message box will appear. Click OK to remove the folder or Cancel to abort.

Images

This is where you set-up which folders on the web site contain images. After a folder has been added to the list, the folder can be explored using the Images Explorer link. The current list of image folders is shown with their folder name and MS-DOS path.

Adding a New Image Folder to the Folder list
Click the Add New Image Folder button at the top right of the page. The following series of pages allows you to explore through the various folders on the web site and select any of them to be added to the list as an image folder. To explore the folders, click the Open Folder button (or the folder name) associated with each folder. To add the folder click the Add Folder button associated with the relevant folder. To return to the previous folder, click the Up Folder button. To abort, just click the Set-up/Images link again.

Removing an Image Folder from the folder list
Locate the image folder you wish to remove and click the Remove Folder button associated with it. A confirmation message box will appear. Click OK to remove the folder or Cancel to abort.

Resources

This is where you set-up which folders on the web site contain resource files, such as text documents, PDF documents and other downloadable files. After a folder has been added to the list, the folder can be explored using the Resources Explorer link. The current list of resource folders is shown with their folder name and MS-DOS path.

Adding a New Resource Folder to the Folder list
Click the Add New Resource Folder button at the top right of the page. The following series of pages allows you to explore through the various folders on the web site and select any of them to be added to the list as a resource folder. To explore the folders, click the Open Folder button (or the folder name) associated with each folder. To add the folder click the Add Folder button associated with the relevant folder. To return to the previous folder, click the Up Folder button. To abort, just click the Setup/Reources link again.

Custom

This is where you set-up any custom modules that have been provided by Uk192.com, or any other web links you may wish to add to the standard interface. Custom modules can also be opened in a new web page if this is necessary. After a custom module has been added to the list, its link will reside within the Custom Explorer links. The current list of custom modules is shown with their name and URL.

Adding a New Custom Module
Click the Add New Custom Module button at the top right of the page. Fill in the appropriate information on the next page and click the Add button to add the module or click the Cancel button to abort.

Custom Name	Enter the name of the custom module that you want to appear in the Custom Explorer links here.
Filename	This should contain either the Filename of the custom module, or the full URL (ie. including http://) of the required web page.
Open in a New Window?	This setting denotes whether the custom module (or web page) should appear within the administration site (ie. in the right hand pane) or if it should appear in a new browser window. If the page is not part of the administration site, then it is best to make it open in a new window.

Editing a Custom Modules settings
Locate the custom module you wish to edit and click the modules name. Modify the information as required then click either Update to keep the changes or Cancel to abort.

Removing a Custom Module
Locate the custom module you wish to remove and click the Remove Module button associated with it. A confirmation message box will appear. Click OK to remove the module or Cancel to abort.

Web Page Management

Pages - Introduction
Web sites are made up of HTML pages that are stored in folders on your web server. Using the administration system you can manage these pages in multiple folders, edit pages and even create new ones online. The system works by defining **Page Folders** that are the editable regions of the web site that you wish to be able to manage. These Page Folders contain the HTML (and scripted ASP) pages that make up the web site.

Setting up your Page Folders
To set a folder in the system you have to add it to the Pages Folder list in the **Set-up options**.

The Pages Explorer
By clicking the **Pages** link on the left hand menu, you will open up the current list of **Page Folders**. To explore a page folder, just click its link. **{root}** is always predefined and allows access to files in the root folder of the web site. The **Pages Explorer** will now open in the right hand frame. This page is similar to Windows Explorer and shows the contents of the page folder you have specified. In this view, you will **ONLY** see compatible page files - these are HTML, ASP, TXT (raw text documents), INC (raw text Include files), LOG (raw text log files), CSS (raw text Style Sheets), JS (raw text Javascript scripts) and VBS (raw text VBScript scripts). This is to completely isolate the sections of the administration site and does not reflect the actual contents of the folder, although it is good practice to separate off the various sections such as database, images etc. into different folders on your web site to make management easier.

Sorting the Files
By default, the file list will be sorted in **Name** order, to sort the list by either File Type, Size or Modified Date, click the appropriate link. To reverse the order of the list (ie. from Z to A rather than A to Z), click the link again. The arrow next to the link denotes the current sorting direction.

Selecting a File
To select a file, click on its name or icon. The selected file will be highlighted. To deselect a file, click it again. When a File is selected, the **Page Function Buttons** will appear.

Page Function Buttons
These buttons appear whenever a file has been selected and act directly upon that file only.

Edit File
This allows you to Edit the currently selected file. See the **Editing Files** section below. HTML files will open in the **WYSIWYG HTML** editor. Text based files will open in the **INC** (text-based) editor.

Rename File
This function lets you rename a file. After clicking the button you will be prompted to enter the new name of the file. Type in the new name and click the **OK** button to change the files name, or the **Cancel** button to abort. The new name should be different from the old file name and should not be the same as any other file in the current folder. *If you change the file extension to an incompatible type you will be unable to locate it within the Explorer View.*

Delete File
To remove a file permanently, click this button to delete it. A confirmation message box will appear. To delete the file, click the **OK** button or click **Cancel** to abort.

Pages Explorer Functions
You can perform several useful management functions using the Pages Explorer.

Upload a File
To upload a new file, click the **Upload a File** button. Follow the steps through the wizard and wait while the file is uploaded to the server. After the wizard has finished, close its window and **Refresh** the explorer view to see the new file. *Remember that only files with a compatible extension will be viewable through the pages explorer.*

Create New File

To make a new file on the server without having to upload an existing one, click this button. The file is a blank document to which you can add anything your site requires. On the **Create New Page** screen, select the type of file you want to create and click the appropriate **Radio Button**. Enter a filename in the text box, remembering to leave off the file extension. Click the **Create** button to create the file, or the **Cancel** button to abort.

Refresh View

If the contents of the folder have changed and the page is out of date, click the **Refresh** button to have the page updated to the latest available data.

Toggle View Type

If you prefer an **Icon** view, click this button. The default view is **Detailed** and at each click the view will change between **Detailed** and **Icon**. While you cannot see the Size or Modified Date of files in the Icon view, you can still sort by them. The view type will be set for **ALL** explorer-type views in the administration site.

Print

To print the current page, click the **Print** button. Note that this is dependant on the currently installed printer and driver being configured correctly. Follow the instructions in the **Print Dialog** that appears. To remove the **Header** and **Footer** from the page you must first go to **File/Page Set-up** in Internet Explorer and delete the text in the Header and Footer boxes.

Editing Files

Locate the file you want to edit using the **Page Explorer**, making sure you are in the correct folder. Click on the appropriate **File Icon** or **File Name** to launch the editor. When you have finished editing, click the **Save** button in the editor to Save any changes then **Close** the editor window. To abort any changes you have made, just **Close** the editor window *without saving*. HTML files will open in the **WYSIWYG HTML** editor. Text based files will open in the **INC** (text-based) editor.

WYSIWYG HTML Editor

Uk192.coms' own HTML editor allows you to edit HTML content live on the web and immediately update your web site online. There are the usual editing buttons and a viewing window so you can see the HTML results. You can also view the source HTML code to refine your page details.

HTML Editor Functions

Save File	Saves the File. Will permanently overwrite the existing file.
Toggle Source/HTML View	Switches the viewing window between HTML and source code views. When in source code view, many HTML functions are disabled and a new button - **Toggle Header/Footer View** appears. This button allows you to see the source code above and below the <BODY> tags in the document.
Print	Opens the Print Dialog box.
Cut	Cuts the current selection to the Clipboard.
Copy	Copies the current selection to the Clipboard.
Paste	Pastes the clipboard contents at the selection pointer location.
Bold	Applies Bold text formatting to the selected text.
Italic	Applies Italic text formatting to the selected text.
Font Properties	Opens a Font Properties dialog box from which you can change the Font and size of the text.
Bullet List	Applies Bullet List formatting to the selected text.
Left Justify	Applies Left Justify formatting to the selected text.
Centre Justify	Applies Centre justify formatting to the selected text.
Right Justify	Applies Right Justify formatting to the selected text.
Hyperlink	Makes the currently selected text into a link.
Image	Opens an Insert Image dialog box from which you can specify an image to be inserted in the page. The list of images is derived from the Folders defined in the Image Explorer links.
Table	Opens the Insert Table dialog box from which you can specify a table structure to be inserted in the page.
Toggle Edit/Browse Mode	Switches the Mode of the Viewer window to simulate browsing the page in the web instead of being editable.
Toggle Border View	Toggles the viewing of table borders. This feature works best with tables which normally do not have borders. Tables with borders may be formatted incorrectly after switching this off. Remember to turn this off before saving else the borders will be saved with the file.
Refresh File	Refreshes the file. This will reload the original version of a file if you wish to abort any changes since the last save. Sometimes, due to server and browser settings, the page may not refresh properly after saving.

INC (Text-based) Editor
The INC editor allows you to edit text based content live on the web and immediately update your web site online. There are a few buttons and a viewing window so you can see the file text itself.

INC Editor Functions

Save File	Saves the File. Will permanently overwrite the existing file.
Print	Opens the Print Dialog box.
Refresh File	Refreshes the file. This will reload the original version of a file if you wish to abort any changes since the last save. Sometimes, due to server and browser settings, the page may not refresh properly after saving. In this case, you should refresh the page after saving.
About	Show version information.

uk192.com Web Image Management

Images - Introduction
Web sites also usually use a lot of graphics - using the administration system you can easily manage and view image files in multiple folders. The system works by defining **Image Folders** that are those web site folders that contain images that you wish to be able to manage.

Setting up your Image Folders
To set up a folder for images in the system you have to add it to the Image Folder list in the **Set-up options**.

The Images Explorer
By clicking the **Images** link on the left hand menu, you will open up the current list of **Image Folders**. To explore an image folder, just click its link. The **Images Explorer** will now open in the right hand frame. This page is similar to Windows Explorer and shows the contents of the image folder you have specified. In this view, you will **ONLY** see Internet Explorer compatible image files - these are GIF and JPG formats ONLY. This is to completely isolate the sections of the administration site and does not reflect the actual contents of the folder, although it is good practice to separate off the various sections such as database, images etc. into different folders on your web site to make management easier.

Sorting the Images
By default, the image list will be sorted in **Name** order, to sort the list by either File Type, Size or Modified Date, click the appropriate link. To reverse the order of the list (ie. from Z to A rather than A to Z), click the link again. The arrow next to the link denotes the current sorting direction.

Selecting an Image

To select an image, click on its name or icon. The selected image will be highlighted. To deselect an image, click it again. When an image is selected, the **Image Function Buttons** will appear.

Image Function Buttons

These buttons appear whenever an image has been selected and act directly upon that image only.

View Image

Clicking this button opens a new window containing only the selected image at full (100%) size.

Rename Image

This function lets you rename an image. After clicking the button you will be prompted to enter the new name of the image. Type in the new name and click the **OK** button to change the images name, or the **Cancel** button to abort. The new name should be different from the old file name and should not be the same as any other image in the current folder. *If you change the file extension to an incompatible type you will be unable to locate it within the Explorer View.*

Delete Image

To remove an image permanently, click this button to delete it. A confirmation message box will appear. To delete the image, click the **OK** button or click **Cancel** to abort.

Images Explorer Functions

You can perform several useful management functions using the Images Explorer.

Upload an Image

To upload an image, click the **Upload an Image** button. Follow the steps through the wizard and wait while the image is uploaded to the server. After the wizard has finished, close its window and **Refresh** the explorer view to see the new file. *Remember that only files with a compatible extension will be viewable through the images explorer.*

Refresh View

If the contents of the folder have changed and the page is out of date, click the **Refresh** button to have the page updated to the latest available data.

Toggle View Type

If you want to see **Thumbnails** of the images, of just prefer an **Icon** view, click this button. The thumbnails appear at a standard size of 100 by 100 pixels - select an image and click the **View Image** button to see it at its standard size and scale. The default view is **Detailed** and at each click the view will change between **Detailed** and **Icon**. While you cannot see the Size or Modified Date of files in the Icon view, you can still sort by them. The view type will be set for **ALL** explorer-type views in the administration site.

Print

To print the current page, click the **Print** button. Note that this is dependant on the currently installed printer and driver being configured correctly. Follow the instructions in the **Print Dialog** that appears. To remove the **Header** and **Footer** from the page you must first go to **File/Page Set-up** in Internet Explorer and delete the text in the Header and Footer boxes.

uk192.com Custom Modules

Extra functionality can be added to the Administration Site by installing custom scripted pages that carry out specific functions - such as managing job vacancies or new stories. Custom links can also be defined that point to any URL, and can be set to open in new browser windows if required.

Setting up your Custom Modules
To set up a custom script or link, you have to add it to the Custom Module list in the **Set-up options**.

Custom Module Links
By clicking the **Custom** link on the left hand menu, you will open up the current list of **Custom Modules**. To run a custom script page or navigate to a custom URL, just click its link. The required page will now open in the right hand frame. Follow the instructions provided in the Custom Help Pages for each custom module installed.