



## **Tirrus Website Administration User Guide**

Created: July 25, 2006

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## I. Logging in to Admin Area for Your Website

### URL of Admin Area

In a Web Browser, preferably Mozilla Firefox, go to <http://YourWebsiteAddress.tirrus.com> and login using the Username & Password given to you when the account was set up. Call 303.346.5074 if you cannot locate any of the required information.



The image shows a login form for the Tirrus system. At the top left is the Tirrus logo, a blue stylized 'Y' shape. To its right is the word 'TIRRUS' in a light blue, sans-serif font. Below the logo and name is the word 'Login' in a bold, white font. Underneath 'Login' are two input fields: the first is labeled 'username:' and contains the text 'demo'; the second is labeled 'password:' and contains a series of asterisks. Below these fields is a 'Submit' button with a light blue gradient and a drop shadow. At the bottom of the form is a link that says 'Forgot Password?' in a white font.

## II. Managing Your Website

### Admin Home

Once you have successfully logged in to the Website Admin Panel, you will see your **Admin Home**. This is the starting point for managing your Website. You will find all the appropriate resources to manage any standard or custom functions that your website had installed.



### View of Admin Home

Manage account & users

Manage pages

Manage menus

Manage modules

View Your Website

Traffic Stats

Admin Home

tirusdemo.com - Admin Panel Online Help Logout

Welcome demo

**Welcome to your NEW Tirrus 2.0 website administration panel.**

We are very excited about this latest release and hope that you are happy with the results. We have been listening to your comments and suggestion over the past 6 months and have been working to incorporate as many of them as possible into this new release. Please note that this upgrade has in no way altered the content you have already added to your site, it has simply made things easier and more efficient to manage. Some of the obvious changes you will notice:

- A New look and feel
- A more streamlined user interface
- Consolidated menu panel
- Upgraded content editor
- File deletion capabilities

If you have any questions or concerns as you get started with the new Admin Area, please feel free to email us at [help@digitalassetsinc.com](mailto:help@digitalassetsinc.com) or call us at 303.282.7966.

We sincerely appreciate and value your business. Enjoy!

**The Digital Assets Support Team**

*This tool is fully compatible with most browsers, including IE 5.5+ (Windows), Firefox 1.0+, Mozilla 1.3+, and Netscape 7+.*

*Note to Mac users: this tool will not work with Safari. You must use Firefox 1.0+*

**Technical Support Info:**

If you require assistance with this administration panel tool, please contact support via one of the following methods:

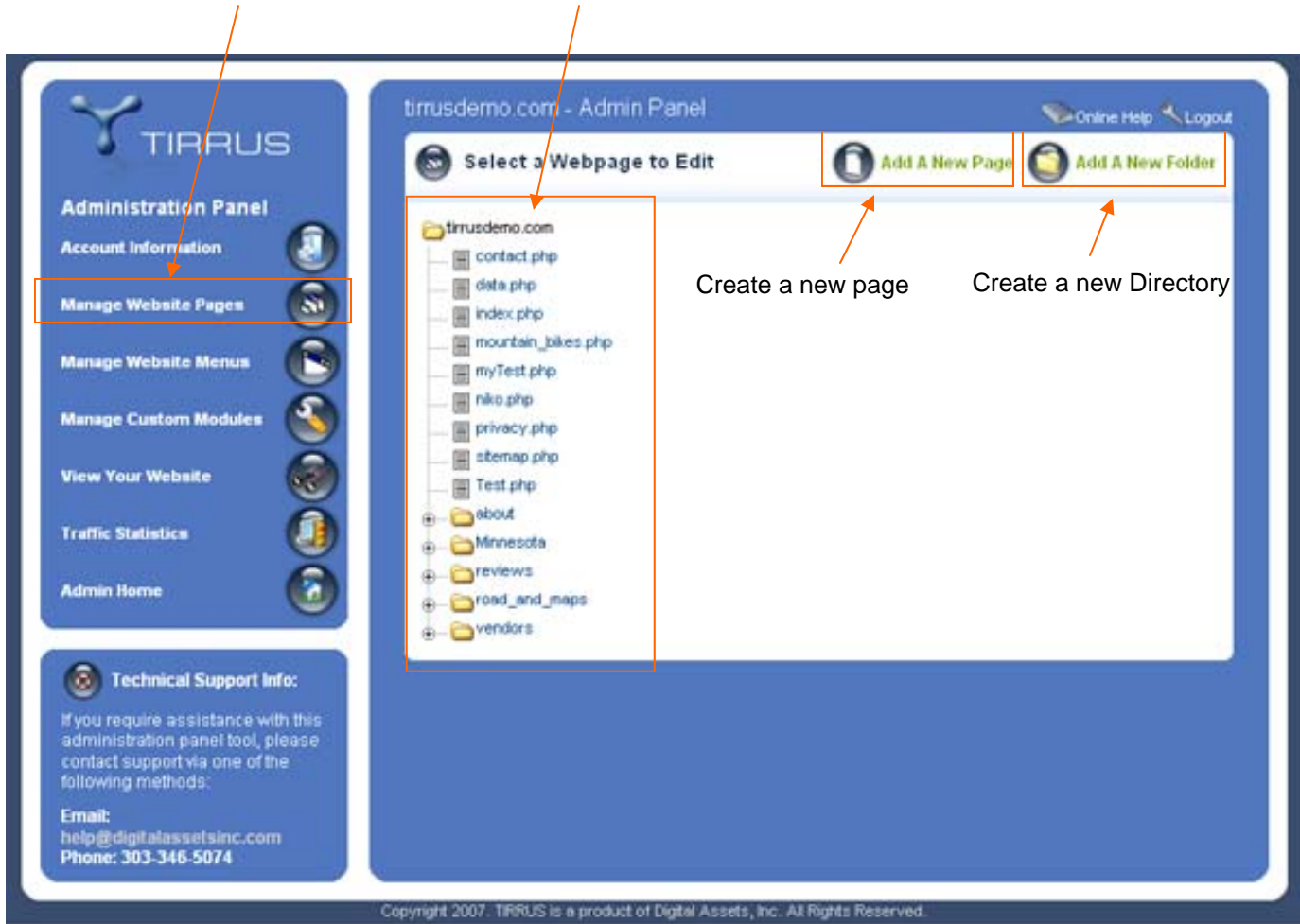
**Email:**  
[help@digitalassetsinc.com](mailto:help@digitalassetsinc.com)

**Phone:** 303-346-5074

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### III. Managing Your Page Content

To edit a content manageable web page for your website click on "Manage Page Content". You will see the list of all web pages and directories appear on the right side.



The screenshot above shows the Directory structure and web pages associated with your website. Select a page from the Main Level or from a Directory Folder to edit the content. After selecting a page you will see Content Manageable sections for that page. Each Content Manageable section will have its own Content Editor. The screenshot below shows the Content Editor for the "contact.php" page.

Content Editor

Manage meta data

Preview this Page

Delete this Page

tirusdemo.com - Admin Panel

Online Help Logout

Edit Webpage

Preview Draft Delete Page

contact.php

Manage Page Meta Data

Main Content Area

Source

B I U ABC x<sub>2</sub> x<sup>2</sup>

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Save as Draft Revert Back to Live Version Make This Draft Live

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Save the current  
edits as a draft

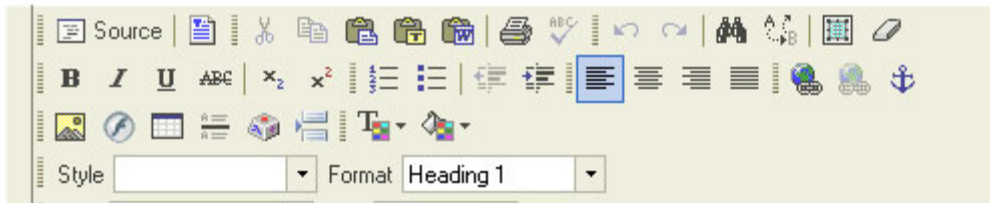
Revert back to live  
version

Publish this page

## IV. Understanding the Content Editor


The Content Editor is a robust tool that will allow you to create virtually any content layout you can imagine. With the proper instruction, you can quickly learn how to do this. The following describes how to use the Content Editor to achieve your desired results.

### The Content Editor Tool Bar





(Listed in order from top left to bottom right. Some buttons may or may not be included in your configuration)


**Source**  – Reveals source code mode. Allows knowledgeable user to modify the page content in HTML edit mode.


**Templates**  – Offers a variety of pre-designed content templates, which allows you to plug in your content very easily.


**Cut**  - Allows you to cut text or images from within the Content Editor.


**Copy**  - Allows you to copy text or images from within the Content Editor.

**Paste**  - Allows you to paste text or images from within the Content Editor.


**Paste as Plain Text**  - This is the best way to copy any text from an outside application without copying the formatting that may conflict with the Content Editor.


**Paste from Word**  - Allows you to copy content from a Word document and paste it into the Content Editor.

**Print**  - This will print just what you see in the Content Editor window.


**Undo**  - Will undo the last action and previous actions.

**Redo**  - Will redo the actions that the Undo button has taken away.


**Find**  - Allows you to search for text in the Content Editor.


**Replace**  - Allows you to search for text and replace it with other text.

**Select All**  - This will select, or highlight, all the content in the Content Editor.


**Remove Format**  - Will remove any formatting applied by the Content Editor.


**Bold**  - Applies bolding to any text highlighted in the Content Editor.


**Italicize**  - Applies italics to any text highlighted in the Content Editor.


**Underline**  - Applies and underline to any text highlighted in the Content Editor.

**Strike Through**  - Applies a line through any text highlighted in the Content Editor.

**Subscript**  - Creates a subscript to any text highlighted in the Content Editor.

**Superscript**  - Creates a superscript to any text highlighted in the Content Editor.

**Insert/Remove Numbered List**  - Creates a numbered list from a list of items that are all separated by a carriage return.

**Insert/Remove Bulleted List**  - Creates a bulleted list from a list of items that are all separated by a carriage return.


**Decrease Indent**  - Will decrease an indent to any individual item or a list of items.


**Increase Indent**  - Will increase an indent to any individual item or a list of items.

**Left Justify**  - Aligns the highlighted text to the left of the page.

**Center Justify**  - Aligns the highlighted text to the center of the page.


**Right Justify**  - Aligns the highlighted text to the right of the page.


**Block Justify**  - Aligns the highlighted text the right and left of the page by spreading the spacing between the words.


**Insert/Edit Link**  - Lets you create or edit a link for highlighted text. There are multiple types of links that can be created:


- anchors
- outside website pages
- email addresses
- your website pages
- your files


**Remove Link**  - Removes a link that you have created.

**Insert/Edit Anchor**  - Lets you create or edit an anchor for any highlighted text.


**Insert/Edit Image**  - Brings up a dialogue box that lets you insert images, upload images or edit properties for any image.


**Insert/Edit Flash**  - Brings up a dialogue box that lets you upload, insert and preview flash animations.

**Insert/Edit Table**  - Allows you to create a table in your Content Editor.

**Insert Horizontal Line**  - Inserts a horizontal line across the content area you are in.

**Insert Special Character**  - Allows you to insert a special character.

**Text Color**  - Allows you to change color of any highlighted text.

**Background Color**  - Allows you to change the background color of any highlighted text or any table cell.

**Style**  - Allows you to apply predefined styles to highlighted text.

**Format**  - Allows you to apply Heading Tags to your content. These Heading Tags are very important for Search Engines in their recognition of the hierarchy of importance for page content. <H1> tags are for your most important content.

**Font**  - Allows you to change any highlighted text to a different font. Only commonly recognized fonts are offered.

**Size**  - Allows you to change highlighted text to a preset size of 1(10pt) to 7 (22pt).

## Making Edits in the Content Editor using Internet Explorer

While using the Content Editor is, for the most part, like working with a text editing application like Microsoft Word, there are a few differences. If you are using Internet Explorer to edit your website, there are a couple of techniques that you need to understand to help make your editing experience much smoother.

### 1. Creating a double line break (paragraph break) versus a single line break

To create a paragraph break, or a double line break, you just need to press the Enter key once. Then you can start typing a new paragraph. But if you want to create a single line break, you need to hold the shift key down and simultaneously hit Enter. This will drop your cursor down to the next line.

## 2. Creating Bulleted or Numbered Lists

To create either a bulleted or numbered list, you must have a double line break between each line. Then when you are done typing your list, highlight it and click on either Insert/Remove Bulleted List or Insert/Remove Numbered List.

## 3. Inserting Images

To add an image using the Content Editor, first place your cursor where you would like the image to go. Then click on the Insert/Edit Image

## V. What is a module?

A module is a feature or toolset that can be turned on or off on a site by site basis. There are a base set of modules that come standard with every Tirrus account. Others can be added or turned on for a small set up fee. Some modules require an ongoing monthly charge that will be added to your monthly bill.

You can add modules to your account through your administration panel under the "manage modules" tab.

Current Tirrus Modules Include:

- Survey Module
- News Module
- Photo Gallery Module
- Global Box
- Calendar Module
- Password Protected Directory
- Ecommerce Store
- Locator module
- Drilldown module

## VI. What is a Custom Module?

A custom module is built specifically for a client who needs functionality that our current module toolset doesn't provide. If you do not see a module that will provide the functionality you desire for your website, our staff can build custom modules to suite your individual needs. Custom modules are quoted on a per case basis. Please contact [custom sales support](#) at 1-303-282-7966

## VII. How do create a new page?

To create a new page for your website, select "Manage Website Pages" from the main menu inside your administration panel. Then select "Create a New Page" from the upper right hand corner of the edit window.

You will be prompted to select a folder for the new page to reside in. If the page does not belong in any folder, choose "root" from the dropdown. NOTE: the new page will inherit all menus and sub-menus associated with the folder it resides in.

You must then give the page a name. You may use any name you want however no spaces or

special characters are allowed. If you use either, they will be deleted automatically. If you would like to create a two word name for your page use something like about\_company. It will make your pages much easier to recognize in the menu tree as your site grows.

When done select "Create Page". Your new, blank page will now appear in the menu tree. You will need to select it from the menu tree to add content.

## **VIII. How do create a new folder?**

To create a new folder for your website, select "Manage Website Pages" from the main menu inside your administration panel. Then select "Create a New Folder" from the upper right hand corner of the edit window.

You will be prompted to select a folder for the new folder to reside in. If the folder does not belong in any other folder, choose "root" from the dropdown.

You must then give the folder a name. You may use any name you want however no spaces or special characters are allowed. If you use either, they will be deleted automatically. If you would like to create a two word name for your folder, use something like about\_company. It will make your folders much easier to recognize in the menu tree as your site grows.

## **IX. How do I delete a page?**

To delete a page from your website, select "Manage Website Pages" from the main menu inside your administration panel. Select the page you want to delete from the menu tree. Once the page opens, select the "delete" button from the upper right hand corner.

## **X. How do I manage my menus?**

Select the "Manage Menus" button from the main menu inside your administration panel. You will see a list of site wide menus and a list of directory specific menus. Site wide menus are menus that appear on EVERY PAGE of your site. Directory specific menus ONLY appear on pages in that specific directory. People commonly refer to these as sub-menus. Every page you create inside a directory will have the corresponding directory specific menu on it. Likewise if you create a new directory or folder, a new directory specific menu will be created with the same name.

Select the menu you wish to manage from the tree. Click "Create Menu Button" A new menu icon will appear. Click "new link" to enter the text you want to appear to the public. Then select "link" to define where you want that button to link to. Click and drag the up and down arrow keys to move the button up or down the menu.

## **XI. How do I Managing Meta Data**

Select "manage website pages" from the main menu. Select the page you want to manage from the directory tree. Select the "manage meta data" link located above the content editor.