



## FABRICATION ROOM USERS MANUAL

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This document provides user information explaining how to operate and successfully manage a dynamic content management system, in particular this manual is to be used when managing Fenomenal media's Fabrication room. There are two main system components associated with your website:

1. The frontend – this is where the web content is displayed giving day-to-day web browsers information about your site,
2. The fabrication room backend – this is where administrators can manage the frontend content.

This manual is focused on using the Fabrication room. You can access the fabrication room by adding /fabrication to your website address in a browser.

## FABRICATION ROOM FUNDAMENTALS

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### NAVIGATOR

Fabrication room uses a navigator to move through all the available content. Each person will have a unique navigator specially assigned to them allowing them to see the areas they manage. The navigator uses a step-by-step select box to drill down into the area you want to manage. Simply click on any of the previous area names to go back into past areas. Fabrication holds the root navigation menu areas.

## CONTENT STATUS

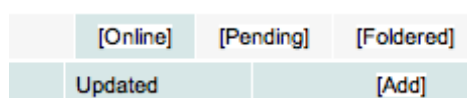
Fabrication room has three possible **status** levels for all content contained within an area. Content can be *Online*, *Pending* or *Foldered*. As their names imply, content housed in the **Online** area will be displayed in the Website, **Pending** content is designed to hold new and up-and-coming material, and **Foldered or Archive** is to archive old content. Fabrication room is designed so that you *never* need to delete content – instead just archive it into the Foldered area.



## ASSIGNING AND MOVING CONTENT BETWEEN STATUS LEVELS

### Assign

When any new content is added, it must be assigned one of the Online, Pending or Foldered states. If you have access to add new content, an *[add]* button is visible below the state buttons.



When adding new content, any field with a red asterisk next to it is mandatory to complete. When adding content, you will notice that there is a *status* field at the bottom of all areas. This is where you define which state: Online, Pending or Foldered; the new content should have.

\* File and Data Collection Name:

\* Collection Details:

**B** *I* U [List Icons]

LINK:  Target:

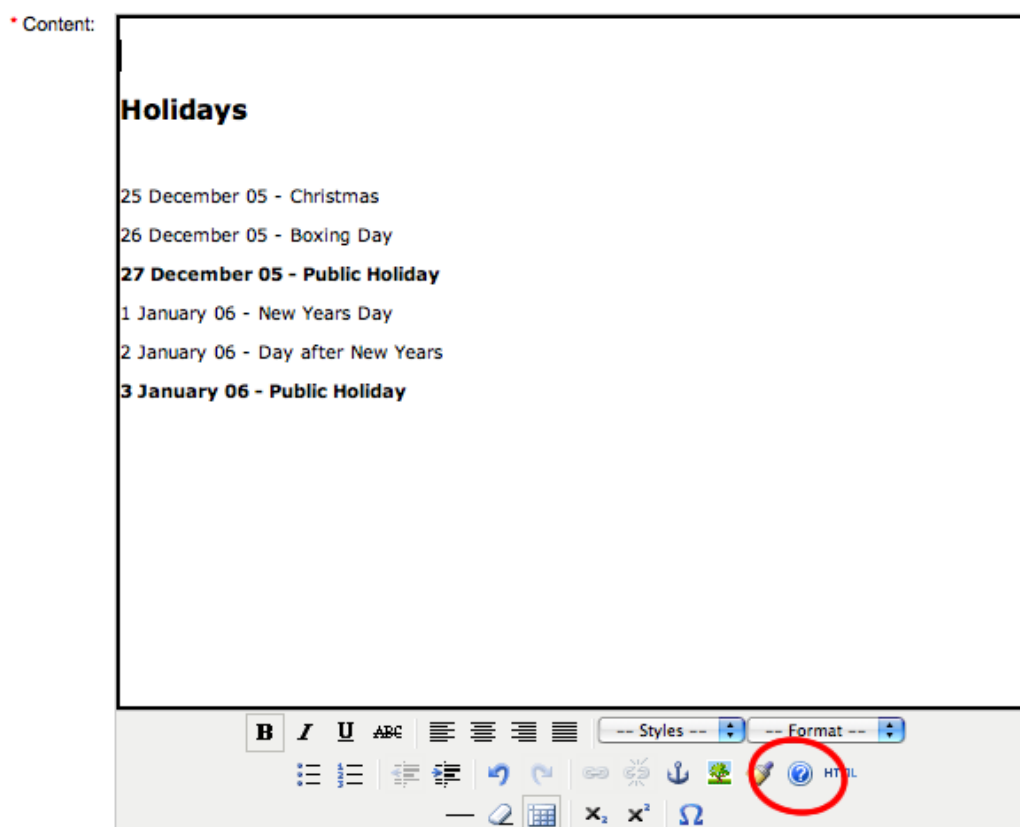
\* Status: 
 Online  
 Pending  
 Foldered

Move using [Edit]

To move any particular information or record between the Online, Pending and Foldered states, simply navigate to the area of the record you want to change and click the corresponding *[edit]* button for that content.

	[Online]	[Pending]	[Foldered]
	Updated		[Add]
	22/12/2005	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">[Edit] [Delete]</span>	

This will take you to a page the same as when you initially added the content, however you can now change the status to a different one – and edit the content as you desire.

**EDITOR****Fmedia Advanced**

Tinymce is the most advanced DHTML editor in Fabrication room. Tinymce allows full customisation of text, it uses similar functions to popular text editors (MS Word) and uses the same icons to portray these functions. Additionally, website specific functions like adding web address links, images and anchors are also possible. Since the creators can explain their editor better than anyone else, for full detailed help using the Fmedia Advanced editor select the help icon (circled in red in the picture above) on the editor control panel.

## TEMPLATES

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Fabrication room is built around using page templates. Templates hold the website content and define how the content is to be output to the website frontend. This manual has four main sections, which relate directly to the four possible templates:

- Homepage and Messages
- List
- File and Data Collection
- File Search

### HOMEPAGE AND MESSAGES

The Homepage and Messages template has a generic design, aimed at providing a webpage administrator with great flexibility in content layout and material. There are two main sections inside the template, the homepage content and the messages.

#### Homepage

The main section of the homepage and messages template revolves around the *Page Content* section. The page content has a page heading and content. The best way to enter the content is to design the page in a word processor (MS Word etc.) and paste it in, or simply design the page as you go using the DHTML editor.

[Online] [Pending] [Folded]

**Page Content**

\* Page Heading:

\* Content:

Mary Kilgarriff, and  
Anne Walker-Black

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have successfully completed a First Aid course and are now our designated First Aiders for Commerce Street office. If you should require first aid assistance please see any of these persons.

If you are interested in completing a First Aid course please see Manu.

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**UPDATES ...**

[Click here](#) for recent competition results.

[Emergency Procedures](#) and [Visitor Procedures](#) can be found on Health, Safety & Environment homepage.

Team Brief Notes [19 August 2005](#), [09 September 2005](#) and [04 November 2005](#)

Bay of Plenty Electricity [Vision Statement](#)

[Close Window](#)

**B I U ABC** | | | | | | | | | | | |

\* Status:

## Messages

The additional section to homepage and messages is the *messages* section. This is found below the *Page Content* section. Here it is possible to add new messages, notes and events to the homepage. It is optional to add messages, if none are created or online, the messages will not show in the website.

### Page Messages

ID	Message	Post Date	[Add]
Latest Newsletters	<a href="#">Team Brief</a> - 04.11.05 <a href="#">Rewards</a> - Dec 2005 <a href="#">Energy Matters</a> - Jan 2006	January 26, 2006	[Edit] [Delete]

**LIST**

The List template is designed to create an ordered list, up to two levels deep. Additionally, it is possible to have many lists displayed for a single page category. As an example, if we wanted to display a directory of contacts for Directional Ltd, we could categorise it like:

**Directional Building Directory - Horizontal**

Contact details for Directional limited

West Wing Reception	445 0100
West Wing Services	445 0101
Corporate Services	445 0102
Consumer Services	445 0103
Personal Services	445 0104
East Wing Reception	445 0200
East Wing Fax	445 0220
East Wing email	east@directional.net
East Wing Services	445 0201
Corporate Services	445 0202
Consumer Services	445 0203
Personal Services	445 0204

**Directional Building Directory - Vertical**

Contact details for Directional limited

North Wing Reception	445 0300
North Wing Services	445 0301
Corporate Services	445 0302
Consumer Services	445 0303
Personal Services	445 0304
South Wing Reception	445 0400
South Wing Fax	445 0440

South Wing email	south@directional.net
South Wing Services	445 0401
Corporate Services	445 0402
Consumer Services	445 0403
Personal Services	445 0404

A list or many lists can be assigned to a page, in the image below there are two lists assigned to the Home / Admin / Phone page. The lists are Gas Contractors and Staff Phone. If no lists have been created yet, no information would be displayed.

**Add New List**

By clicking on the *[add]* button, we can create a new list associated with the navigator area.



A new page is displayed to enter the list name and list details. A status whether the lists information is online or not must also be provided. Enter this information and then click the *add list detail ->* button.

Navigator: | [Home](#) / [Admin](#) / [Phone](#) / | Select an Area

[Online] [Pending]

**Add a List Heading**

\* List Name:

\* List Details:

**B** *I* U ABC
☰ ☰ ☰ ☰
-Styles - -Format -

☰ ☰ ☰ ☰
↶ ↷
🔗
☀
📎
🌐
HTML

↶ ↷
📅
x<sub>2</sub> x<sup>2</sup>
Ω

\* Status:  Online

Online

Pending

Foldered

### Add List Content

A new page will be displayed to add list content, as shown below. By clicking the [Add +/-] button a window will appear or disappear to add the first additional list content. After adding the List heading and description, in our example the *West Wing Reception* and 445 0100 telephone number, click the save button.

[Online] [Pending] [Foldered]

**Add Content**

Directional Building Directory - Horizontal List		[Add +/-]
Main List Heading	Description	
[Close All]		
There are no records to display.		



Directional Building Directory - Horizontal List		[Add +/-]
Add New List Detail		
Main List Heading	Description	
West Wing Reception	445 0100	<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <div style="border: 1px solid gray; padding: 5px;"> <b>B</b> <i>I</i> <u>U</u> ABC                                 </div>

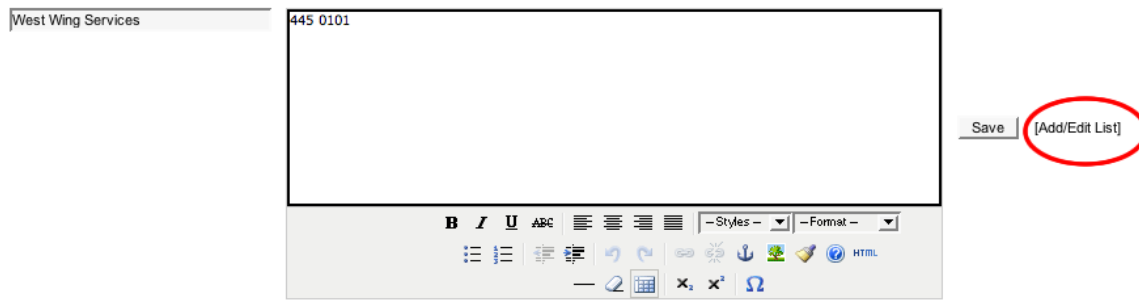


You can continue to add as many list detail headings as required. Each time a new list detail is created it will appear on the same page, as seen below.

West Wing Reception	445 0100	Online	[Edit]	[Delete]
West Wing Services	445 0101	Online	[Edit]	[Delete]

#### Add Additional List Content

To add an additional list to one of the lists already created, simply click the *[edit]* button for that particular list. This allows you to edit the original list content. Also, next to the save button is an option button to *[Add/Edit List]*. By clicking this button, a new page will be displayed to add additional lists under the heading of choice, in our example *West Wing Services*.



Add/Edit List Detail Content		[Online]	[Pending]	[Folded]
<b>Directional Building Directory - Horizontal -&gt; West Wing Services</b>				[Add +/-]
List Heading	Description			
[Close All]				
There are no records to display.				

It is now possible to add many more list headings as a sub category of that particular heading, *West Wing Services*. Simply follow the same steps as adding an original List detail using the [Add +/-] button.

Corporate Services	445 0102	Online	[Edit] [Delete]
Consumer Services	445 0103	Online	[Edit] [Delete]
Personal Services	445 0104	Online	[Edit] [Delete]

The list will automatically be formatted into the correct hierarchy appropriate for your website and displayed.

## Directional Building Directory - Horizontal

### Contact details for Directional limited

West Wing Reception	445 0100
West Wing Services	445 0101
Consumer Services	445 0103
Corporate Services	445 0102
Personal Services	445 0104

### FILE AND DATA COLLECTION

The file and data collection template is designed to create an ordered list of files with associated information, up to two levels deep. Additionally, it is possible to have many collections displayed for a single page category. As an example, if we want to display a collection of files for Directional Ltd, we could categorise the files like:

### Directional Building Files - Horizontal

Files for Directional limited

West Wing Monthly report	ww-Jan-rpt.xls
West Wing Billing report	ww-Jan-bill-rpt.pdf
West Wing Invoice report	ww-Jan-inv-rpt.pdf
West Wing Creditors report	ww-Jan-cdr-rpt.pdf
West Wing Overdue report	ww-Jan-ovd-rpt.pdf
East Wing reports	
East Wing Billing report	ew-Jan-bill-rpt.pdf
East Wing Invoice report	ew-Jan-inv-rpt.pdf
East Wing Creditors report	ew-Jan-cdr-rpt.pdf
East Wing Overdue report	ew-Jan-ovd-rpt.pdf
Horizontal Monthly report	Hz-Jan-rpt.doc
Horizontal Quarterly report	Hz-Jan-Mar-rpt.doc

### Directional Building Files - Vertical

Files for Directional limited

North Wing Monthly report	nw-Jan-rpt.xls
North Wing Billing report	nw-Jan-bill-rpt.pdf
North Wing Invoice report	nw-Jan-inv-rpt.pdf
North Wing Creditors report	nw-Jan-cdr-rpt.pdf
North Wing Overdue report	nw-Jan-ovd-rpt.pdf
South Wing Monthly report	sw-Jan-rpt.xls
South Wing Billing report	sw-Jan-bill-rpt.pdf
South Wing Invoice report	sw-Jan-inv-rpt.pdf
South Wing Creditors report	sw-Jan-cdr-rpt.pdf
South Wing Overdue report	sw-Jan-ovd-rpt.pdf
Vertical Monthly report	Vt-Jan-rpt.doc
Vertical Quarterly report	Vt-Jan-Mar-rpt.doc

A collection or many collections can be assigned to a page. Therefore, we could define the Home / Directional / Horizontal and Home / Directional / Vertical menu areas. This would create two separate menu areas. An alternative would be to define Home / Directional and then create two collections within the area, Horizontal and Vertical respectively.

**Add New File and Data Collection**

By clicking on the *[add]* button, we can create a the first file and data collection associated with the navigator area Directional.

Navigator: [Home](#) / [Directional](#) /

Collection Name	Description	Sort By	Updated	[Add]
				[Online] [Pending] [Foldered]

There are no records to display.

Order Collection:

A new page is displayed to enter the file and data collection name and detail. A status whether the page is online or not must also be provided. Enter this information and then click the *add files ->* button.

Navigator: [Electranet Home](#) / [Directional](#) / Select an Area ▼

[Online] [Pending] [Folded]

**Add a Collection of Files and Data**

\* File and Data Collection Name:

\* Collection Details: 

Files for Directional Limited

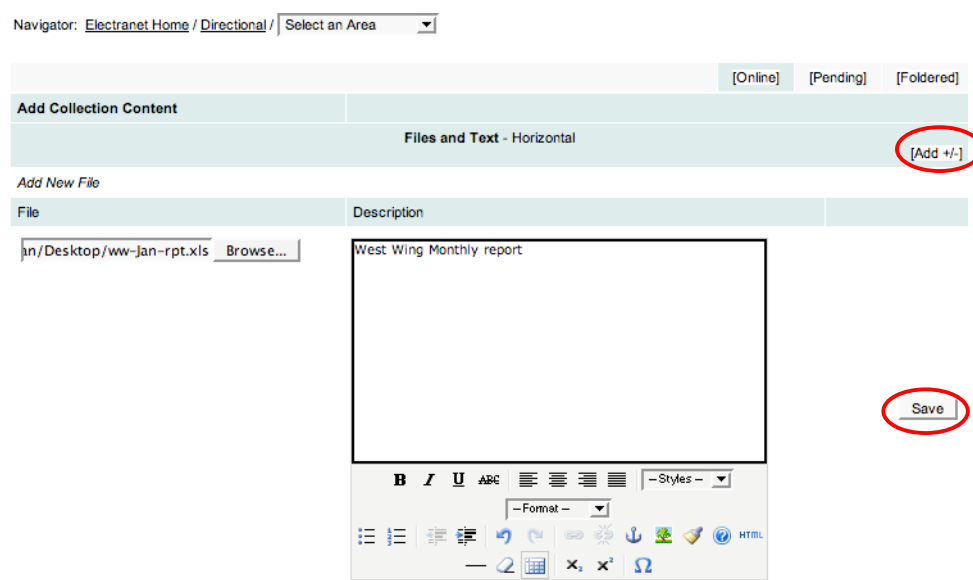
–Styles – | –Format –

**B** *I* U ABC | | |

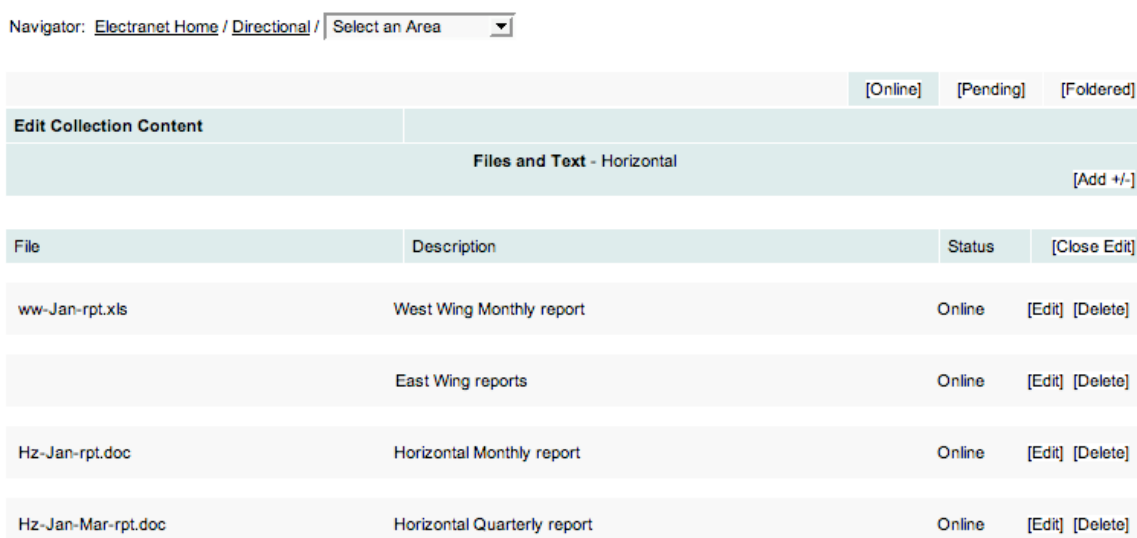
\* Status:  ▼

### Add Files

A new page will be displayed to add many files and descriptions associated with our new File and Data Collection – Horizontal. By clicking the *[Add +/-]* button a window will appear or disappear to add the first new file content. Browse and add the file to the collection and insert a description. Our first example is the West Wing Monthly Report: ww-Jan-rpt.xls. Click Save.



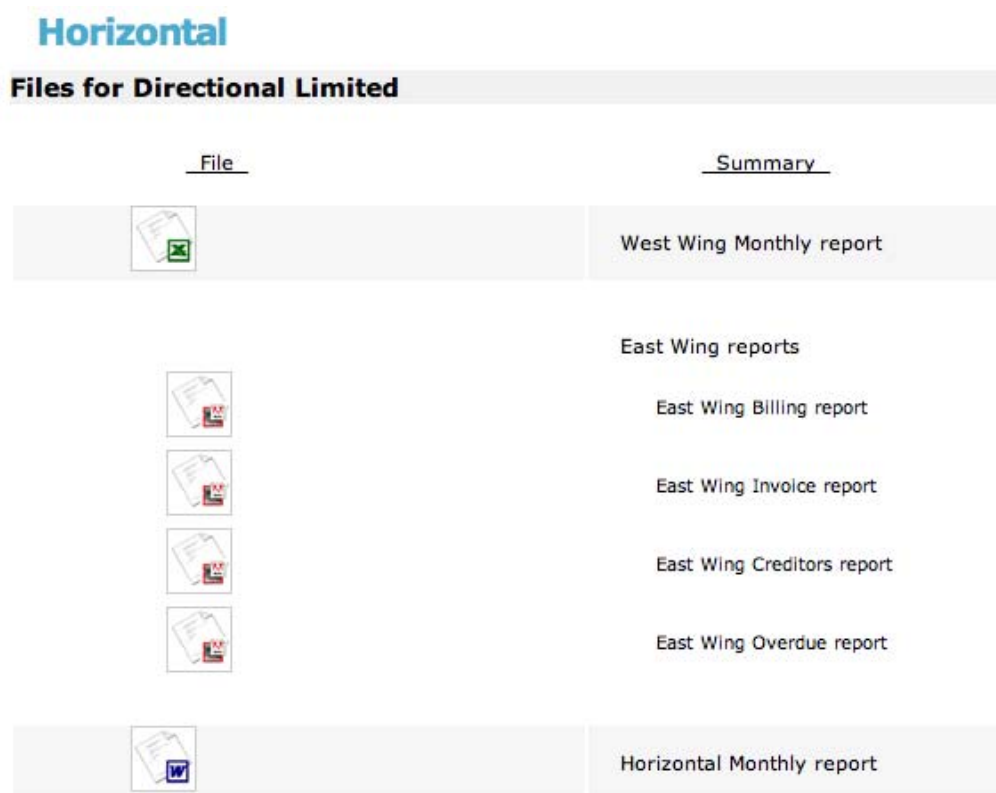
You can continue to add as many files and or headings as required. Each time a new collection content is created it appears on the same page, as seen below.



### Add Additional File Collections

To add an additional file collection to one of the Files and or Descriptions already created, simply click the *[edit]* button for that particular collection. This allows you to edit the original content. Also, next to the save button is an option button to *[Add/Edit Files]*. By clicking this button, a new page will be displayed to add additional files under the main heading of choice, in our

example *East Wing Reports*. Now follow the same steps outlined above to add additional files to the collection using the *[Add +/-]* button. The File and Data Collection will automatically format into the correct hierarchy within the website and display.



**FILE SEARCH**

File Search is a special template that allows flexible content input and a document search feature. A website page using the File Search template will have the same features and have the same look and feel as the Homepage and Messages template, outlined earlier in this document. Additionally, a file search input box is made available.

Users can input a file name to search and if the exact file exists within a specified directory, the file will open, if not other files with similar names

will be returned. As an example, if a user searched for 12 the file was not found, but a file 123.pdf was and becomes available for the user to select.

#### Administering File Search in Fabrication room

The File Search template uses the same template as Homepage and Messages. However, there is an extra dialogue box available to enter a Computer Folder or Directory path. The path must be available on the network (accessible to the Web Server) or a local folder on the Web Server. The file types to search must also be specified out of the three available – pdf, doc and xls.

Search Parameters	
* Full File Search Path (i.e. C:/folder/):	<input type="text" value="/Path/to/directory/on/network/or/server"/>
Use PDFs:	<input type="text" value="Yes"/>
Use Word Documents:	<input type="text" value="Yes"/>
Use Excel Documents:	<input type="text" value="No"/>
<input type="button" value="SUBMIT CONTENT"/>	

## FABRICATION ROOM USERS

Each user that has access to Fabrication room must have a unique set of access privileges. The privileges allow users to add, edit and delete website content. Also to change content status between Online, Pending and Foldered.

### Adding or Editing a User

To add or edit Users use the website Navigation and select the Home / Users option from the Fabrication room navigator. You must have the correct privileges to administer Users, if you do not have this option then you can not add or edit Users. To edit a user click the *[edit]* option next to their name. To add a user, select the *[Add]* option from the Fabrication room tool bar. A page is presented to enter generic user information.

[Online] [Pending] [Foldered]

**Add**

\* First Name:   
 \* Last Name:   
 Email:   
 Phone:   
 \* Login ID:   
 \* Password:   
Note: Password must be at least 6 characters long.  
 \* Confirm Password:   
 \* Editor:  ▼  
 \* Status:  ▼

**Permissions**

Area Name	View	Add	Edit	Foldered	Delete	Online	Pending
Select All: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Below the generic user information is a list of all Areas defined in the – Menu Areas – section of Fabrication room. Each user can have personalised permissions for every area. Select the View, Add, Edit, Foldered, Delete, Online and Pending check boxes to provide full access for a menu area. To remove one or more of these options, simply uncheck the corresponding box.

## WEBSITE MENU AREAS

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It is possible to add as many pages to the website as required. Each page must be or associated with a Root Navigation. The Root Navigation areas define which names will be on the first level of your website menu.

It is possible to associate as many pages as is required with a Root Navigation menu, up to six levels deep.

To add Menu Areas to the website Navigation select the Home / – Menu Areas – option from the Fabrication room navigator. You must have the correct privileges to administer Menu Areas, if you do not have this option then you can not administer the website Navigation.

### Add a Root Navigation

To add a new root level navigation select the *[Add Root Navigation]* from the Fabrication room tool bar.

Navigator: [Home](#) / -- Menu Areas -- / Select an Area

Navigation Area Name	Location for Search Results	<input type="checkbox"/> [Online]	<input type="checkbox"/> [Pending]	<input type="checkbox"/> [Foldered]	<input type="checkbox"/> [Add Root Navigation]
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A new page will open allowing you to add the Name and Location for the navigation menu. A Page Layout Template must also be defined. The possible page layouts could be File and Data Collection, File Search, Homepage and Messages, List and No Template. You may also have personalised templates available. All templates are defined within this document apart from No Template. If No Template is selected then no page will be available in the website for that menu item i.e. The menu is for navigation purposes only and it would not be appropriate to have content. The location for Navigation Structure element must mirror the format specified. In our example, a new root level menu is being defined called Directional, therefore the Location for Navigation Structure should be “/Directional/”. It is important to have the slashes. Choose if the menu is to be Online, Pending or Foldered. Only Online menus will be displayed. However, it becomes possible to create a multitude of pages pending and when they are ready to come online, the navigation menu status is the only change necessary. Click the Submit Content Button to Save the new Root Navigation Menu.

Navigator: [Home](#) / -- Menu Areas -- / | Select an Area

[Online] [Pending] [Foldered]

**Add Navigation Root Menu**

\* Area name:

\* Location for Navigation Structure (i.e. /menu/):

\* Page Layout Template:

\* Status:

### Add a Child Navigation

To add a new child level navigation select the *[Edit]* button next to the menu you wish to add a child to. In our example, we are adding a child to a Root Navigation – Directional. However, you can add a child to any existing menu (not Root Level) using the same principle defined here.

Process / Content	Area Name / Process ID	[Edit] [Delete]
Directional	/Directional/	<b>[Edit] [Delete]</b>
Finance	/finance/	[Edit] [Delete]

A new page will open allowing you edit the existing menu. Additionally, a *[Add Child]* option becomes available on the tool bar.

Navigator: [Home](#) / -- Menu Areas -- / | Select an Area

Navigation Menu Edit	[Online]	[Pending]	[Foldered]
			<b>[Add Child]</b>

\* Area name:

\* Location for Navigation Structure (i.e. /menu/submenu/):

If changed, ALL current data will be lost! Page Layout Template:

\* Status:

A new page will be displayed to enter the child details of the chosen existing menu. In the example we are adding the child menu *Vertical* to the *Directional* parent menu. The Location for Navigation structure dialogue will be the parent menu and the new child menu navigation i.e. *"/Directional/Vertical/"*. Choose a temple and status then Submit the Content.

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Add Child Menu	
* Navigation Area name:	<input type="text" value="Vertical"/>
Location for Navigation Structure (i.e. /menu/submenu/):	<input type="text" value="/Directional/Vertical/"/>
* Page Layout Template:	<input type="text" value="List"/>
* Status:	<input type="text" value="Foldered"/>
<input type="button" value="SUBMIT CONTENT"/>	

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The new navigation menus are now created within Fabrication room. These menu areas currently will not be available to any user logging into Fabrication room. User privileges must be updated from the [Home](#) / Users page. *[Edit]* the user(s) who require access to the new menu and give them their correct permissions.