

GUIDELINES TO UPDATE EUROMELANOMA.ORG

This document is only a brief introduction to the CMS system used for www.euromelanom.org

INTRANET

URL -> <http://www.euromelanoma.org/user>

LOGIN -> Belgium, Bulgaria, Croatia, Cyprus, Czech, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Poland, Portugal, Romania, Russia, Serbia, Slovak, Slovenia, Spain, Sweden, Switzerland, UK, Ukraine, Hungary.

PASSWORD -> Prosite

When logged in please check if your email is filled in correctly, you can also change your password. Go to "My Account" and choose "Edit"

WEBSITE

URL -> [http://www.euromelanoma.org/\(your_country\)/user](http://www.euromelanoma.org/(your_country)/user) (Examples:
<http://www.euromelanoma.org/belgium/user> , <http://www.euromelanoma.org/bulgaria/user>)

LOGIN -> Belgium, Bulgaria, Croatia, Cyprus, Czech, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Poland, Portugal, Romania, Russia, Serbia, Slovak, Slovenia, Spain, Sweden, Switzerland, UK, Ukraine, Hungary.

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CREATING CONTENT FOR YOUR WEBSITE:

At the left side choose "Create content".

There are 3 content-types made for your website: story, page or webform.

- Stories are similar like a blog. When creating new stories, they will show up on the frontpage of your website. (In a teaser with a read-more link attached to it).
- Pages don't show up on the frontpage.
The fields that you have to fill in for pages and stories are the same.
- With webforms you can create forms on your website, such as a contact- form.

Fields for pages and stories:

- Title: Fill in a title for the content, this will be visible at the website. The URL for visiting that content will depend on that title. (Example: you filled in title "hello", the URL for that page will be [http://www.euromelanoma.org/\(your_country\)/hello](http://www.euromelanoma.org/(your_country)/hello))
- Menu Settings: When you want to create a menu-item for the content, you can do it here

- Menu title: Give the link a name
- Parent item: Choose primary links (they will show up on the left side).
- Weight: Choose the position of your link.
- Body: You can put your content here. Use the editor for creating links and upload files.
- Input format, Revision, Authoring options, Publishing options will be filled in automatic.
- File attachment: You can upload attachments like pdf, word, ...

If you don't want to use the blog-function (stories) then you can use pages to build your website. On the page that you want to use as your frontpage you can choose for "promoted to frontpage" with the publishing options.

Creating webforms:

- Fill in the first page, the fields are similar like a page/story.
- You'll also have to fill in a senders email and receiver.
- When that page was build you'll have to choose what fields you would like to show up on your form.
- You can also choose what fields are required.

EDIT YOUR CONTENT

Choose "administer" at the left side of your website.

The following options will be available:

- Content -> this will give an overview off all the content that had being created for your website. (You can use the filter to filter out some types and get a smaller overview, but it's not required. It comes handy when having a lot off content)
If you want to change some content you can choose the page/story/webform here en click on edit.
With update option you can also choose for publishing or un-publishing content. (Published means that the content is visible for visitors, if the content is unpublished it means that the content still exists but is not visible to visitors)
- Post-settings -> Here you can choose how many items you want to show on the frontpage (if you're using story's)
- Webforms -> Get an overview of all your forms that you have build. When visitors filled in some forms, you can also visit them here)
- Reports -> Here you can look what the most popular pages are for your website and where your visitors came from (Top referrers)
- Menu -> If you want you can build here new menu items or control them.
The menu that is build for your website is the "primary menu". The other menus aren't used. So there's no need to use them.

UPLOADING MEDIA

You can upload media like pictures, word, pdf, ... when you're creating new content for the website. But you can also reach this without creating content. Go to "my account" and choose "file browser" (left)

In the file browser you can resize images and create thumbnails of your images. (If your uploading pictures that are bigger then 640x480 they will automatic be resized.)

PROBLEMS

In case of problems please send us an email (webmaster@euromelanoma.org) mentioning your login, password and the issue you're having.