

WELCOME TO ELEMENT...

Element is an intuitive Content Management System (CMS) that will enable you to maintain your own website that doesn't just give you a bunch of blank web pages or access to a file upload program. Element makes managing your website easy and focuses on freeing up the mundane coding required so that you can focus on what you know... the content that needs to go on your website!



Element is more than just web pages. Element gives you a Shopping Cart, Blog, News Articles, Event Calendars, Submission Forms, Store Locator, Photo Galleries, Membership Directories, Job Postings, Microsites and even Membership registration for securing your website, microsites & pages all included.

So there is no need for you to create a separate web page for your News Articles, Event Calendar, Shopping Cart, Blog, Submission Forms, Store Locator, Photo Galleries, Membership Directories or Job Postings. We have built specific modules for these components that allow you to just enter in content within these modules and then Element displays the content to your visitors in a nicely laid out manner for you. No more formatting tables of content in order to line up your Directory Members in a list or creating an Event Calendar out of table cells every month. We take care of it all!

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ADMINISTRATION:

Element is broken into two main sections, Administration & Content Management.

The Administration section is used to setup your website's look and feel, add Element User Accounts, create Microsites and setup the Content Management module options such as News Options, Event Options, Blog Options, etc.

Administration Section

- **Accounts**
 - Modify your Element account
- **Users**
 - Create/Edit/Remove Element User Accounts
- **Sites**
 - Create/Edit/Remove websites
 - **Site Options**
 - **Viewing:** Change the look and feel of your website
 - **Menu:** Adjust how your menus work
 - **News:** Set default values for your news articles and how your news page looks
 - **Events:** Set default values for your event articles and how your event page looks
 - **Job Postings:** Set default values for your job postings and how your job posting page looks
 - **Directory:** Set default values for your directory and how your directory page looks
 - **Photo Gallery:** Set default values for your photo gallery and how your photo gallery looks
 - **Site Map:** Set default values for your site map and how your site map looks
 - **RSS Feeds:** Set default values for your RSS Feeds and how your RSS Feeds page looks
 - **Shopping Cart:** Set default values for your Shopping Cart and how your Shopping Cart looks
 - **Blog:** Set default values for your Blog and how your Blog looks
 - **Locator:** Set default values for your Locator and how your Locator looks
 - **Members:** Set default values for your Members and what fields registration requires
 - **Meta:** Create/Edit/Remove custom Meta Tags
 - **Statistics:** View website statistical information about your website
- **Microsites**
 - Create/Edit/Remove Microsites

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CONTENT MANAGEMENT:

The Content Management section is used to enter the content for your web pages, news articles, events, etc.

Content Management Section

- **Web Pages**
 - Create/Edit/Remove web pages
- **News**
 - Create/Edit/Remove news articles
- **Events**
 - Create/Edit/Remove events
- **Forms**
 - Create/Edit/Remove submission forms
- **Photo Gallery**
 - Create/Edit/Remove photo galleries
- **Directory**
 - Create/Edit/Remove directory members
- **Menus**
 - Create/Edit/Remove menus
- **Multimedia Files**
 - Upload/Download/Rename/Remove resource files
- **Job Postings**
 - Create/Edit/Remove job postings
 - Manage Candidates & Applicants
- **Shopping Cart**
 - Create/Edit/Remove cart categories & products
- **Blog**
 - Create/Edit/Remove blogs and blog comments
- **Locator**
 - Create/Edit/Remove locations
- **Members**
 - Create/Edit/Remove member accounts used for secure access.

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THE HEADER:



The Header is located on the top of every screen and will identify the following:

SECTION:

The sections consist of Administration, Content Management & Support.

MODULE:

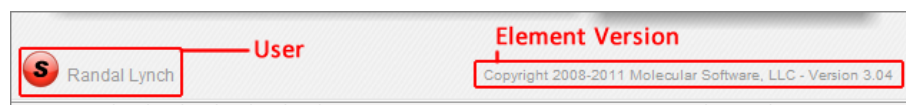
This will identify the module you are currently viewing within the section.

CURRENT SITE:

This is only be displayed in the Content Management section and shows the site you are currently managing content for. This is hyperlinked to your web site. So if you click on the domain name or the icon next to it, a new browser will open so that you can preview the site.

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THE FOOTER:



The Footer is located on the bottom of every screen and is used to identify who is currently logged in and the version of Element you are using.

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THE MENU:

The Menu is located on every screen and will collapse and expand by moving your mouse over the menu button. The menu will always have the Logout and Help buttons as the last two items.

The Help button will direct you to information specific to the section or module you are currently in. So, if you happen to be in the Content Management section Web Pages module, you will receive help pertaining to Web Page content management.



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THE MODIFICATION AREA:

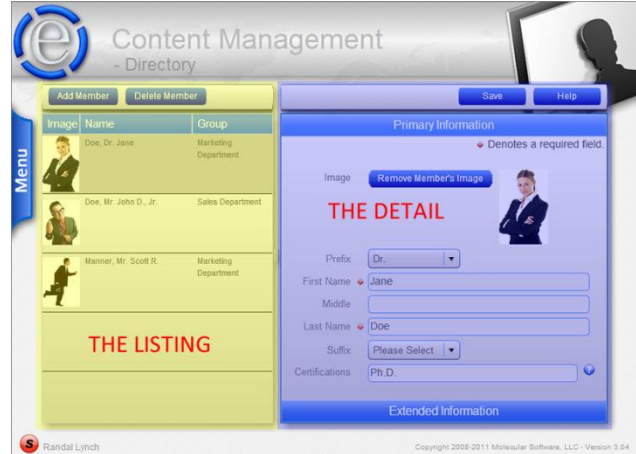
The Modification Area is broken into two areas:

THE LISTING:

The Listing will list the items that you can modify, such as web pages, user accounts, news articles, directory members, etc.

THE DETAIL:

The Detail will display the details of the selected item. It is in this area that you can modify the values for the selected item.



Now let's take a closer look at the Listing and Detail areas of the Modification area.

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THE LISTING:

The Listing is comprised of the following:

TASK BUTTONS:

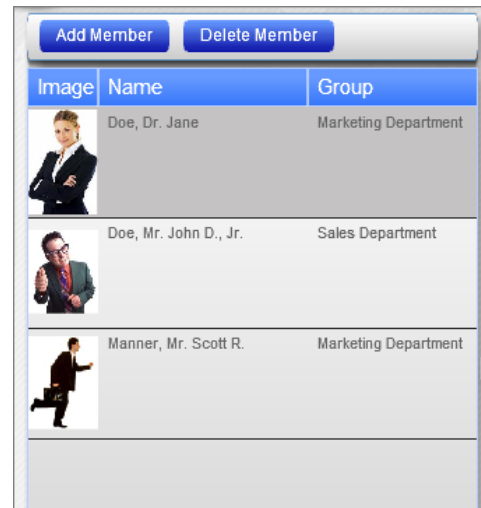
These are the actions you would like to perform such as; Add & Delete. These tasks options will change depending on the module you are in.

LISTING HEADER:

The Listing Header identifies the values in the list. You can sort the list by clicking on header column you wish to sort on. The Listing Header will change depending on the module you are in.

LISTED ITEM:

This is the item that can be selected. Just left click on the item and the Detail area will be populated with the selected item's current values.



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THE DETAIL:

The Detail is comprised of the following:

TASK BUTTONS:

Will allow you to save and receive help.

INFORMATION BUTTON:

You will find this button throughout Element on fields that need further explanation. If you click on the Information Button, a window will appear that will describe to you, in more detail, that particular field's purpose and function.

TAB BARS:

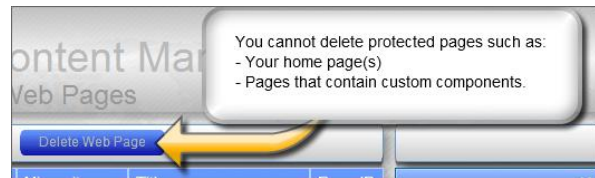
Tab bars will take you to additional fields within the Detail section. If you click on the Tab Bar, it will open that section.



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HELP BUBBLES:

Throughout Element, we have attempted to make every effort to help guide you through your development experience. You will find help at every turn, including Help Bubbles that will pop up as you hover over an item, explaining what the item is or why the item is disabled.



If you ever have questions or comments to help improve Element, don't hesitate to contact us. We are always working to improve your experience. If you did not find this help file useful, please contact us so that we may help you directly.

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CONTEXT HELP:

Element provides you with help at every turn. You will find a Help button on the Main Menu, at all times, that is dedicated to providing you with help for the area you are in. So continue on your journey and we will be there to guide you throughout your development.

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