



Norfolk Holiday Letting Company

Content Management System Manual

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for the holiday letting industry
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Introduction:

This manual is intended for use with the Content Management System (CMS) for <http://norfolk.hlspreview.com>

The CMS allows you to add, edit and delete web content and images easily, as and when required. Any changes you save in the CMS will affect the Website immediately. We recommend using Internet Explorer when using this CMS.

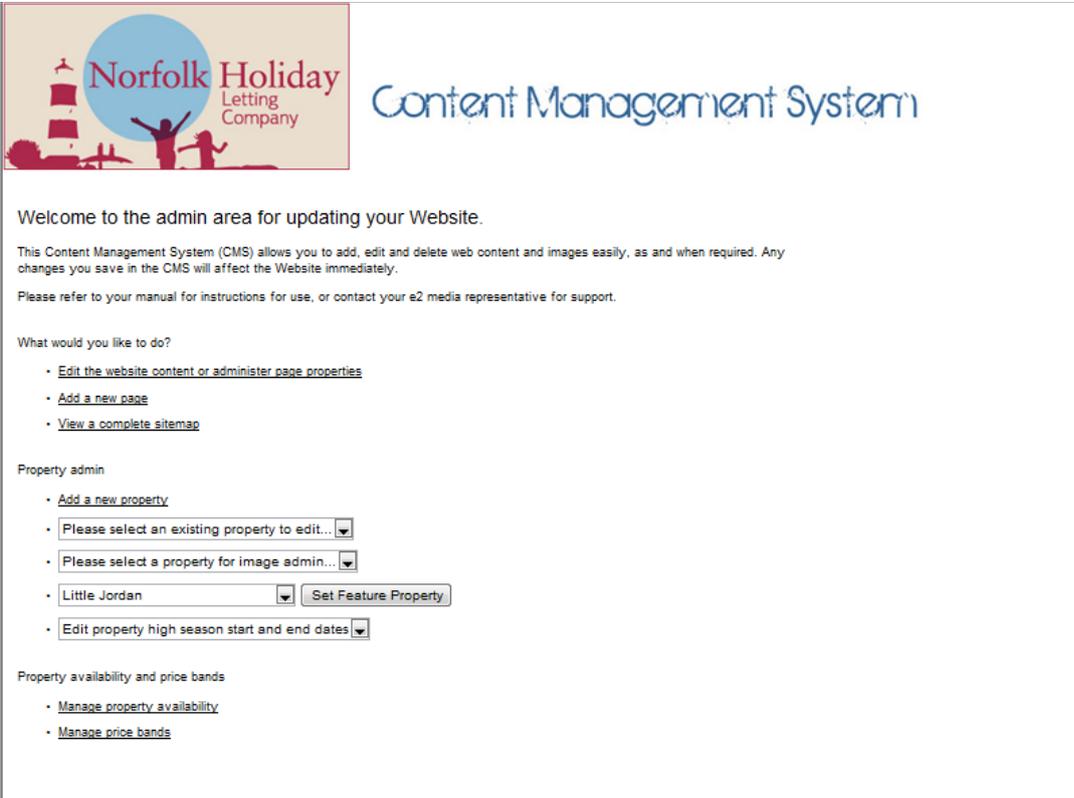
If you have any queries, please contact HLS Solutions for further assistance.

Getting Started:

To access the CMS you will need to log in using the following address:

<http://norfolk.hlspreview.com/admin>

Sign in using your allocated username and password and you will be presented with the welcome screen:



The screenshot shows the admin interface for the Norfolk Holiday Letting Company Content Management System. At the top left is the company logo, which includes a lighthouse and the text 'Norfolk Holiday Letting Company'. To the right of the logo is the title 'Content Management System'. Below the header, a welcome message reads: 'Welcome to the admin area for updating your Website.' This is followed by a paragraph explaining the CMS's purpose and a note to refer to the manual for instructions. The main content area is titled 'What would you like to do?' and lists three options: 'Edit the website content or administer page properties', 'Add a new page', and 'View a complete sitemap'. Below this is a section for 'Property admin' with several options: 'Add a new property', 'Please select an existing property to edit...' (with a dropdown arrow), 'Please select a property for image admin...' (with a dropdown arrow), 'Little Jordan' (with a dropdown arrow) and a 'Set Feature Property' button, and 'Edit property high season start and end dates' (with a dropdown arrow). The final section is 'Property availability and price bands' with two options: 'Manage property availability' and 'Manage price bands'.

Site Administration options:

[Edit the website content or administer page properties](#)

Select this to add, edit and delete website content. This option also enables you to add a page title, keywords and description which benefits Search Engine Optimisation (SEO).

[Add a new page](#)

This allows you to add a new page within the current Website structure.

[View a complete sitemap](#)

This displays the pages currently live and available to view on your Website

Property Administration options:

[Add a new property](#)

This allows you to upload a new property to the Website

[Select an existing property to edit](#)

Select this to edit the details of an existing property. Also allows you to delete a property if required.

[Select a property for image administration](#)

This allows you to add and reorder individual property images.

[Set feature property](#)

This enables you to assign a feature property to the Home Page.

[Edit high season date range](#)

This enables you to change high season start and end dates.

Availability and Price Administration options:

[Manage property availability](#)

Select this to manage bookings and availability of individual properties.

[Manage price bands](#)

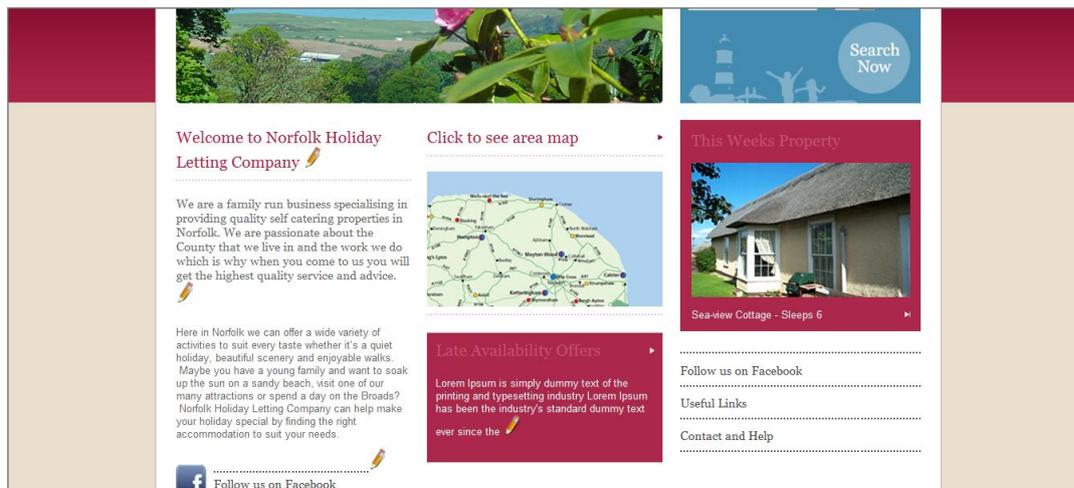
Select this to add or edit property price bands.

[Site Administration:](#)

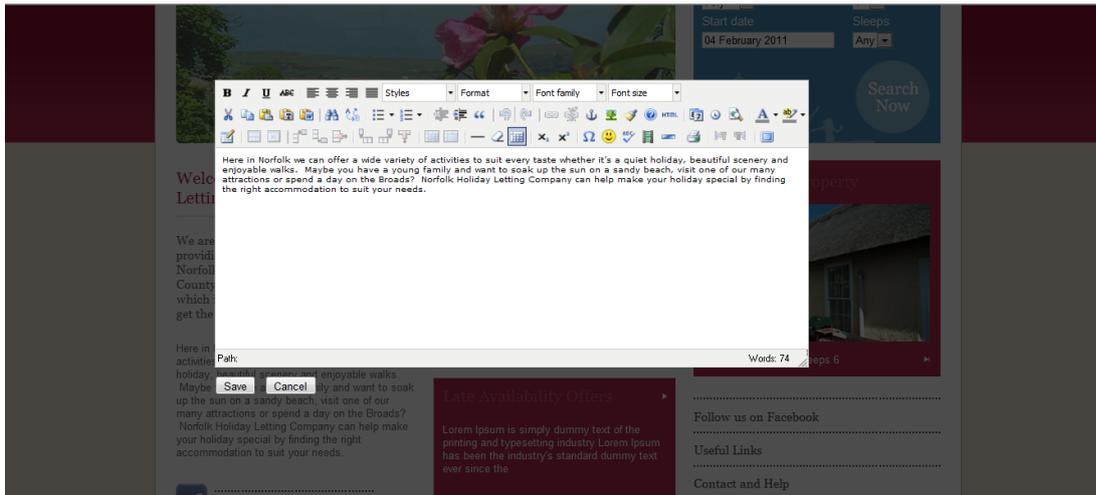
[Editing website content:](#)

Select '[Edit the website content or administer page properties:](#)' from the Welcome screen.

You will be presented with your Website but with the addition of some 'edit' buttons dotted around the page where you are able to amend the page content:



Click on the edit pencil icon in the area you wish to update. The page will change to show the area as an editable box:



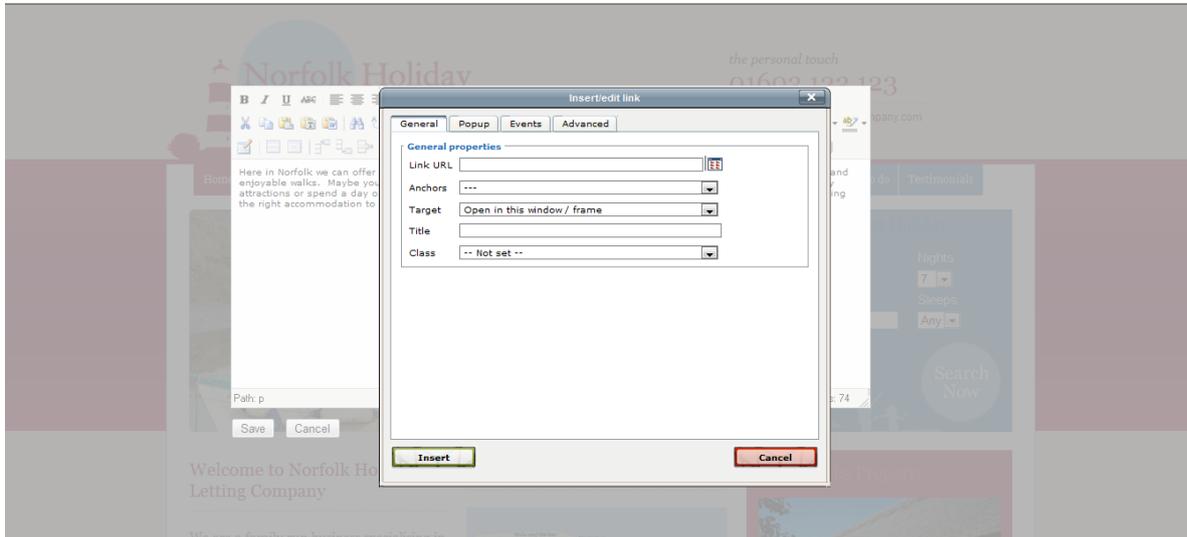
You will notice that within the main content edit screen, there are a number of formatting buttons as you would see in Microsoft Word. They perform in the same way and are used for the following actions:

	Make selected text bold		Add an image
	Make selected text italic		Clean up messy code.
	Apply an underline to selected text		View the current code in HTML format.
	Apply a strikethrough to selected text		Cut selected content.
	Set the justification of selected text		Copy selected content.
	Create an unordered (bulleted) list.		Paste content cut/copied from other location, including all formatting.
	Create and order (numbered) list.		Paste content cut/copied from other location as plain text, no formatting is carried over.
	Outdent (remove the indent) of selected text.		Paste content copied from Word, attempting to maintain basic formatting (bold, underline, etc) but without the unnecessary Word formatting.
	Indent a selected paragraph.		Set the background colour for a selected item of text.
	Undo.		Remove formatting on selected text.
	Redo.		Toggle guidelines.
	Select some text and use this to add a link.		Make selected text subscript.
	Remove a link from selected text.		Make selected text superscript.
	Add an internal link within a page.		Pop up a list of special characters (£, €, etc). Click on desired character to apply to content.

Make your changes and click 'Save' to affect the changes immediately on the Website, or 'Cancel' to return to previous screen.

Adding a link or file:

Select the text you wish to make a link and click the link button. You will be presented with the following popup:

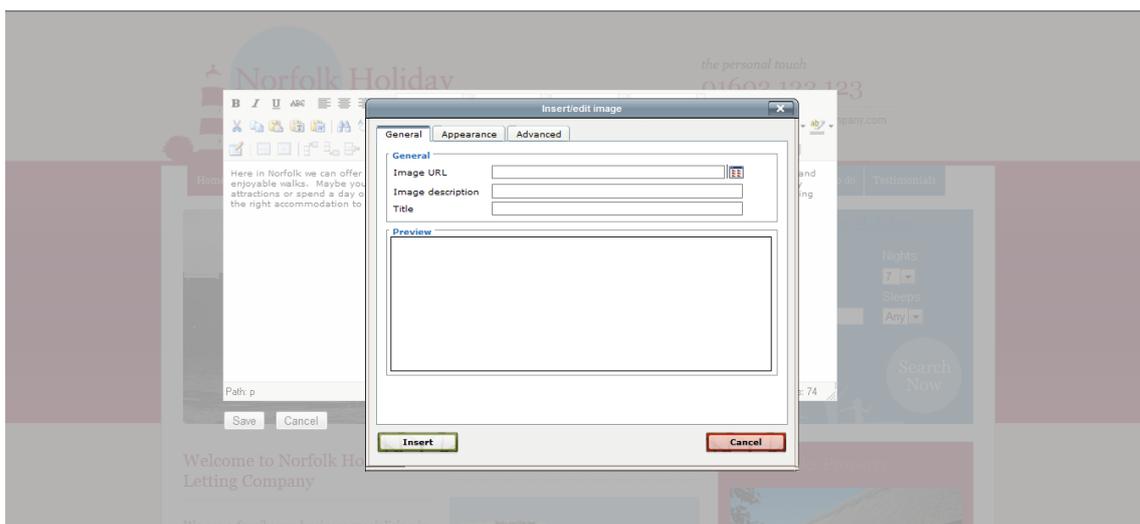


To add an external link to another website, simply add the URL to the top input box, confirming if you would like it to appear in the same or a new window, and click insert. This will apply the link to the editor. Once saved, the link will appear in the website.

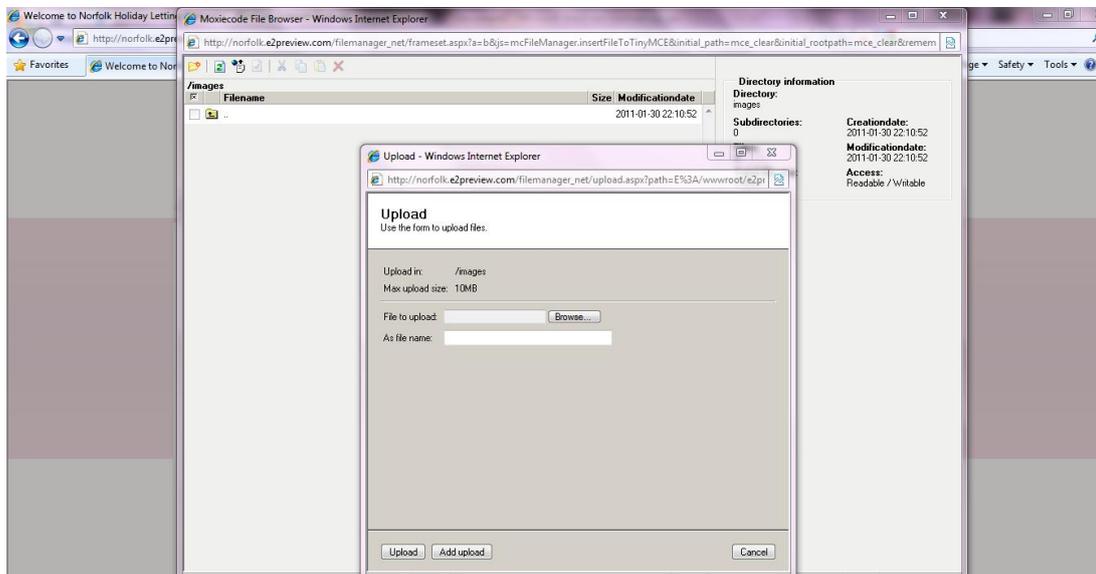
To add an internal document, click the icon next to the input box beside 'Link URL'. This allows you to either browse for an existing file within the system (select it from the list and click 'Insert') or upload a new file, which can then be selected from the list as before.

Adding an image:

Select the area of the document that you would like to apply an image and click the 'image insert/edit' icon (). You will be presented with the following popup:



First you need to upload your image from your local computer to the Website. Select the 'Browse' button to launch the File Manager, navigate to 'images' and select 'Upload new file' (3rd option in top menu). You will be presented with the following screen:



Browse your local computer to locate the image file, click 'Open', then 'Upload'.

Once uploaded, browse for the image from the list in the top left corner. If the image is too big for the preview window (indicated by scroll bars) you can click the 'Scaled' button to view a scaled version of the image. Clicking 'Original' will revert the image back to the original size.

Click 'Insert' to add the image and return to the previous page. You will notice that the image URL field is now populated, as are the dimensions. To ensure the image is of good quality it is recommend to leave the dimensions as they are. However, you may need to resize an image before uploading it if you feel it will be too large for the website.

Give the image some alt text which appears when hovering over it with the cursor by adding it to the 'Image description' field. This is recommended for SEO and accessibility purposes.

Administering page properties:

Select '[Edit the website content or administer page properties:](#)' from the Welcome screen.

Scroll down past the editable areas and you will be presented with editable fields under the title of '[Browser details:](#)'

Browser details

Page title

Meta description

Meta keywords

Page properties

Menu title

Template
homepage.ascx

Friendly URL

Page location

Page order number
1

This facility enables you to add a page title, keywords and description which benefits Search Engine Optimisation (SEO).

Try to be page specific when adding this information. You do not need to have each 'Browser details' field the same for every page.

Bear in mind the page content copy when deciding on the title, keywords and description as Search Engines will score your page higher if the relevant keywords are acknowledged enough.

Continue to scroll down and you will be presented with editable fields under the title of 'Page properties' and 'Page location':

This is where you can re-order your pages and give each page a friendly url (for SEO). You probably will not need to use this feature during day-to-day editing of your Website.

Make your changes and click 'Save' to affect the changes immediately on the Website, or 'Cancel' to return to previous screen.

Adding a page:

Select 'Add a page' from the Welcome screen.

You will be presented with a Sitemap of your Website:



Content Management System

Add a page

Please select a page to be the parent page

- [Website root](#)
 - [Home](#)
 - [View All Properties](#)
 - [Local information](#)
 - [Contact & help](#)
 - [New Owners](#)
 - [How to book](#)
 - [Eating out/in](#)
 - [Things to do](#)
 - [Testimonials](#)
 - [Useful links](#)
 - [Area map](#)
 - [Late availability offers](#)
 - [Property Details Template](#)
 - [Undefined](#)

[Back to admin home](#)

Navigate to the currently live Web page which you would like to add the new page. The new page will become a secondary page within that section of the Website.

Select your required page template from the template dropdown and give the page an appropriate page title (keeping .ashx) as the suffix.

You will be presented with the blank page, ready for you to add your new content as per [Editing website content](#) instructions (page 4.)

[Viewing a complete sitemap:](#)

Select '[View a complete sitemap](#)' from the Welcome screen.

You will be presented with a sitemap of your Website. Click on any page to go directly to that page within the site.

The selected page is now available with the addition of the 'edit' buttons to amend the page content.

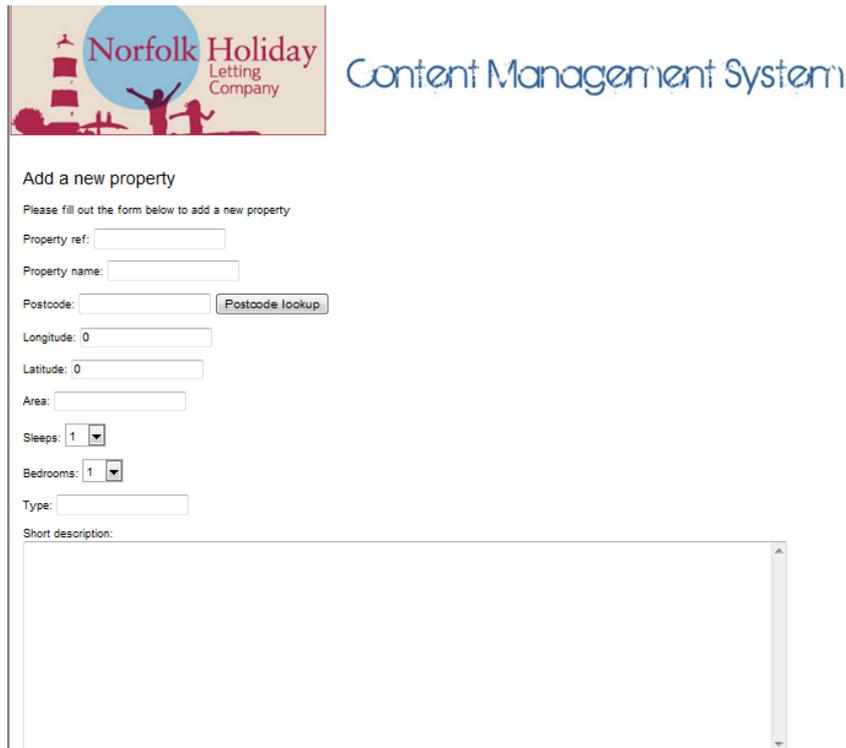
Make the necessary updates and click '[Save](#)' to affect the changes immediately on the Website, or '[Cancel](#)' to return to previous screen.

Property Administration

Adding a new Property:

Select 'Add a new property' from the Welcome screen.

You will be presented with the following screen:



The screenshot shows the 'Add a new property' form in the Norfolk Holiday Letting Company Content Management System. The form includes the following fields and controls:

- Property ref:
- Property name:
- Postcode:
- Longitude:
- Latitude:
- Area:
- Sleeps: (dropdown)
- Bedrooms: (dropdown)
- Type:
- Short description:

Fill in the information fields with the property details as required.

Enter the [Property Ref](#) and [Property Name](#) in the fields provided. Add the Postcode of the property and click '[Postcode lookup](#)'. The system will automatically populate the Longitude and Latitude co-ordinates required for the Search Map.

Populate the [Area](#) field, select the amount the property sleeps and number of bedrooms from the dropdown lists, and add the property type.

Insert a [short description](#) for the property which will be shown in the Search Results page. The [Main description](#) will be used on the individual property page.

Select the [changeover day](#) and [Priceband](#) from the dropdowns.

Click 'Save' to affect the changes immediately on the Website, or 'Cancel' to return to previous screen.

Editing a Property:

Select the property you wish to amend from the 'Please accept an existing property to edit...' dropdown from the Welcome screen.

You will be presented with the following screen:



The screenshot shows the 'Add a new property' form in the Norfolk Holiday Letting Company Content Management System. The form includes the following fields and options:

- Property ref: J4688
- Property name: 2 Albury Cottages
- Postcode: DT6 6PE (with a 'Postcode lookup' button)
- Longitude: -2.9028188719214
- Latitude: 50.7379423182631
- Area: Area 3
- Sleeps: 4 (dropdown menu)
- Bedrooms: 1 (dropdown menu)
- Type: APARTMENT
- Short description: (text area)

Amend the content fields with your property information.

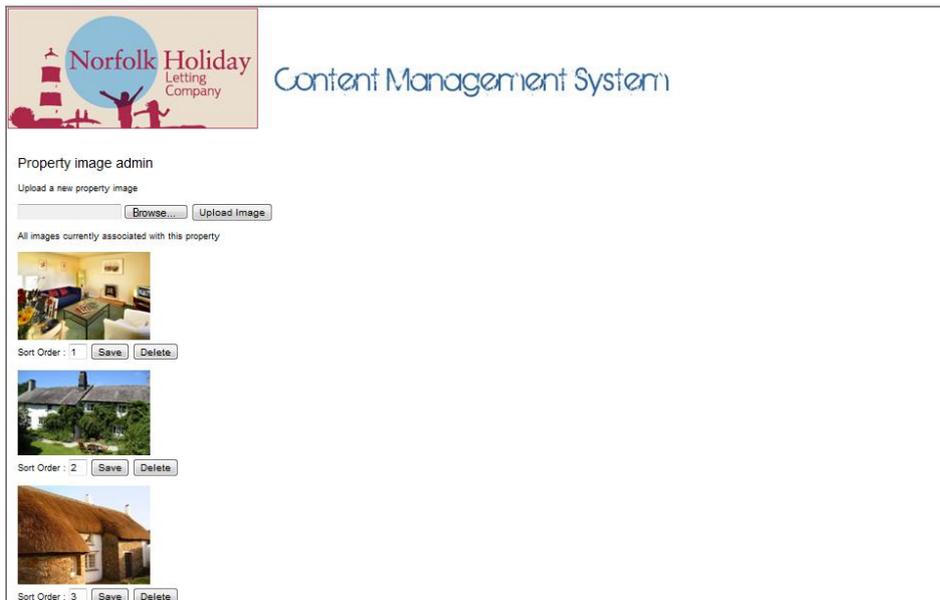
Click 'Save' to make your changes.

To remove the property from the Website, check the 'Delete' box and Click 'Save'.

Managing Property Images:

Select the property you wish to amend from the 'Please select a property for image admin...' dropdown from the Welcome screen.

You will be presented with the following screen:



Select '[Browse...](#)' and locate the required image from your local computer. Click '[Open](#)', then '[Upload image](#)' to add the new graphic to the Website.

Any images already assigned to the property will be shown. Amend the number field to reorder the sequence in which the images are shown on the Website.

Click '[Save](#)' to affect the changes immediately on the Website.

Click '[Delete](#)' on an image to remove it from the Website.

Assigning a Feature Property:

Select the property you wish to amend from the '[Set Feature Property](#)' dropdown from the Welcome screen.

The selected property will now be assigned to the Home Page on the Website.

Editing property High Season date ranges:

Select property you wish to amend from the 'Edit property high season start and end dates' dropdown from the Welcome screen.

Enter the new high season start and end dates using the fields provided and click 'Save' to update the system.

Managing Property Availability:

Select the 'Manage property availability' option from the Welcome screen.

You will be presented with the following screen:



The screenshot shows the 'Manage property availability' section of the Norfolk Holiday Letting Company Content Management System. The header includes the company logo and the text 'Content Management System'. Below the header, the section is titled 'Manage property availability' and contains the instruction 'Select a property to view its bookings'. A dropdown menu is present with the text 'Please select an existing property to edit...'. Below this is a search field labeled 'Search by booking ID' with a 'Search' button. The 'Availability results' section includes navigation links for '< Previous Month', 'Next Month >', and 'Back to admin home'.

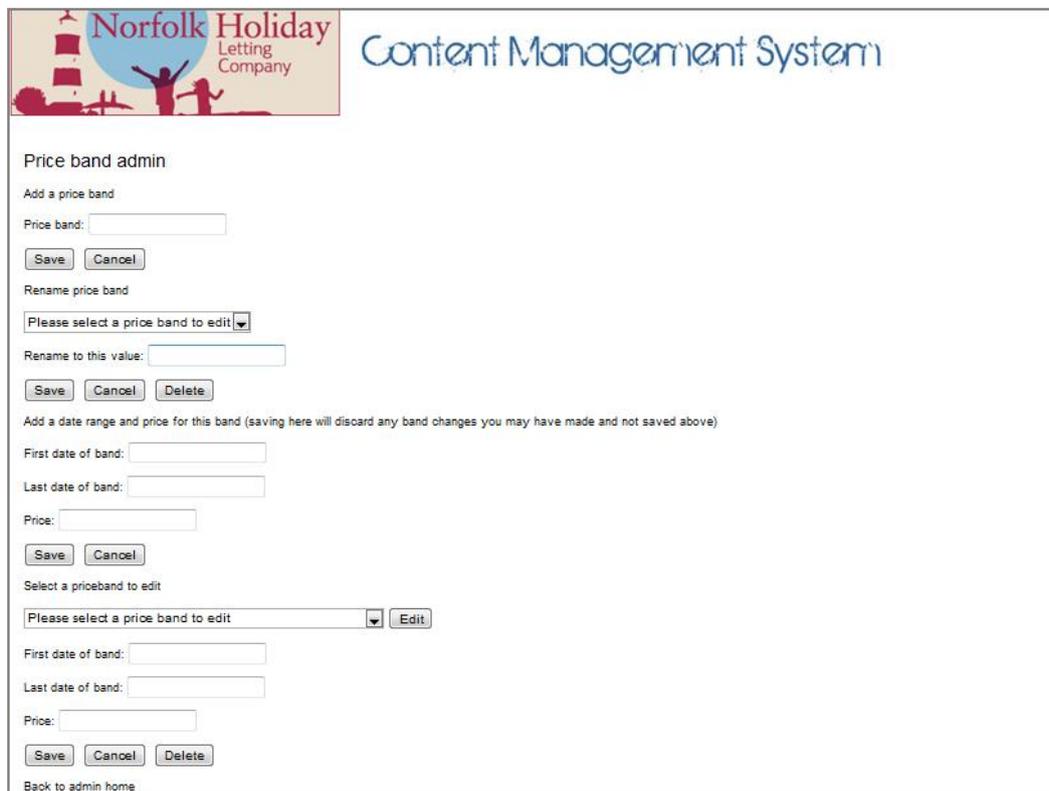
Select a property using the dropdown list to view bookings assigned to it. Alternatively you can search by Booking ID using the field provided. The availability results will be listed below.

To view other months' bookings, scroll through using the <Prev Month and Next Month> links.

Managing Price Bands:

Select the 'Manage property availability' option from the Welcome screen.

You will be presented with the following screen:



The screenshot shows the 'Price band admin' interface. At the top left is the Norfolk Holiday Letting Company logo, and at the top right is the text 'Content Management System'. The main content area is titled 'Price band admin' and contains several sections:

- Add a price band:** A text input field for 'Price band:' followed by 'Save' and 'Cancel' buttons.
- Rename price band:** A dropdown menu labeled 'Please select a price band to edit', a text input field for 'Rename to this value:', and 'Save', 'Cancel', and 'Delete' buttons.
- Add a date range and price for this band:** A note stating 'saving here will discard any band changes you may have made and not saved above'. It includes input fields for 'First date of band:', 'Last date of band:', and 'Price:', followed by 'Save' and 'Cancel' buttons.
- Select a priceband to edit:** A dropdown menu labeled 'Please select a price band to edit' with an 'Edit' button.
- Below the 'Select a priceband to edit' section are input fields for 'First date of band:', 'Last date of band:', and 'Price:', followed by 'Save', 'Cancel', and 'Delete' buttons.

At the bottom left, there is a link that says 'Back to admin home'.

Add a new price band title using the **Price Band:** input box. Click 'Save' or 'Cancel' to return to the previous screen.

A price band can be renamed using this screen. Select the price band using the 'Please select a price band to edit' dropdown. Type the new name in the 'Rename to this value' input box. Click 'Save' or 'Cancel' to return to the previous screen.

To remove a price band, select the price band using the 'Please select a price band to edit' dropdown. Click 'Delete' and this price band will be removed from the system.

To add a new date range to an existing price band, first select the price band from the 'Please select a price band to edit' dropdown. Select the first date of band from the date picker, and the second date of band from the date picker. Add the price for this date range and **note that no £ sign is required**. Click 'Save', or 'Cancel' to return to the previous screen.

To edit a price band date range or price, select the required band from the second 'Please select a price band to edit' dropdown. This will detail a price band name, date range and price.

Amend the date range of the band or price using the fields provided and click 'Save', or 'Cancel' to return to the previous screen.