

WMT User's Guide

Advanced Internet Technologies, Inc.

October 11, 2005

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Revision History: This is version 1.0 of the WMT or Website Management Tool User's Guide. All updates to this document will be noted below.

Version 1.0 This version has base file management tools through a browser based interface.

Preface:

This document is the user's manual for the Website Management Tool offered by AIT. This application can be installed for all domains hosted on AIT servers, or used by people who are not hosted with AIT. The application will allow end users to manage the content (text and images) in the WMT.

Target Audience:

WMT Users and AIT Resellers.

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Overview

What is the WMT? The WMT or Website Management tool is a content management utility that AIT provides its customer base. This tool can be used with pre-defined templates that are provided inside of the WMT, or can be used with custom built templates for personalized design. The WMT can be setup with templates created by a web designer (for example, an AIT Reseller) and then the content of the WMT can be managed by someone at a business who has no knowledge of HTML or web design. That business owner, or person inside the business can manage the website content by themselves. This tool lends itself well to AIT Resellers that are providing customized web design to their customers and want their customers to be able to update content dynamically after the web design process has been completed to create the template.

Website Management Tool Login

Once you have ordered your WMT service, you will receive an initial email from AIT that provides you with a URL, IP, username and password. To login to the WMT, proceed in a browser to the URL **http://wmt.yourdomainname.com** or **http://IP_provided_to_you**.

Once you have provided the correct password in the appropriate fields simply click the "Login" button. Figure 1-1 below shows what you should see when you attempt to login.

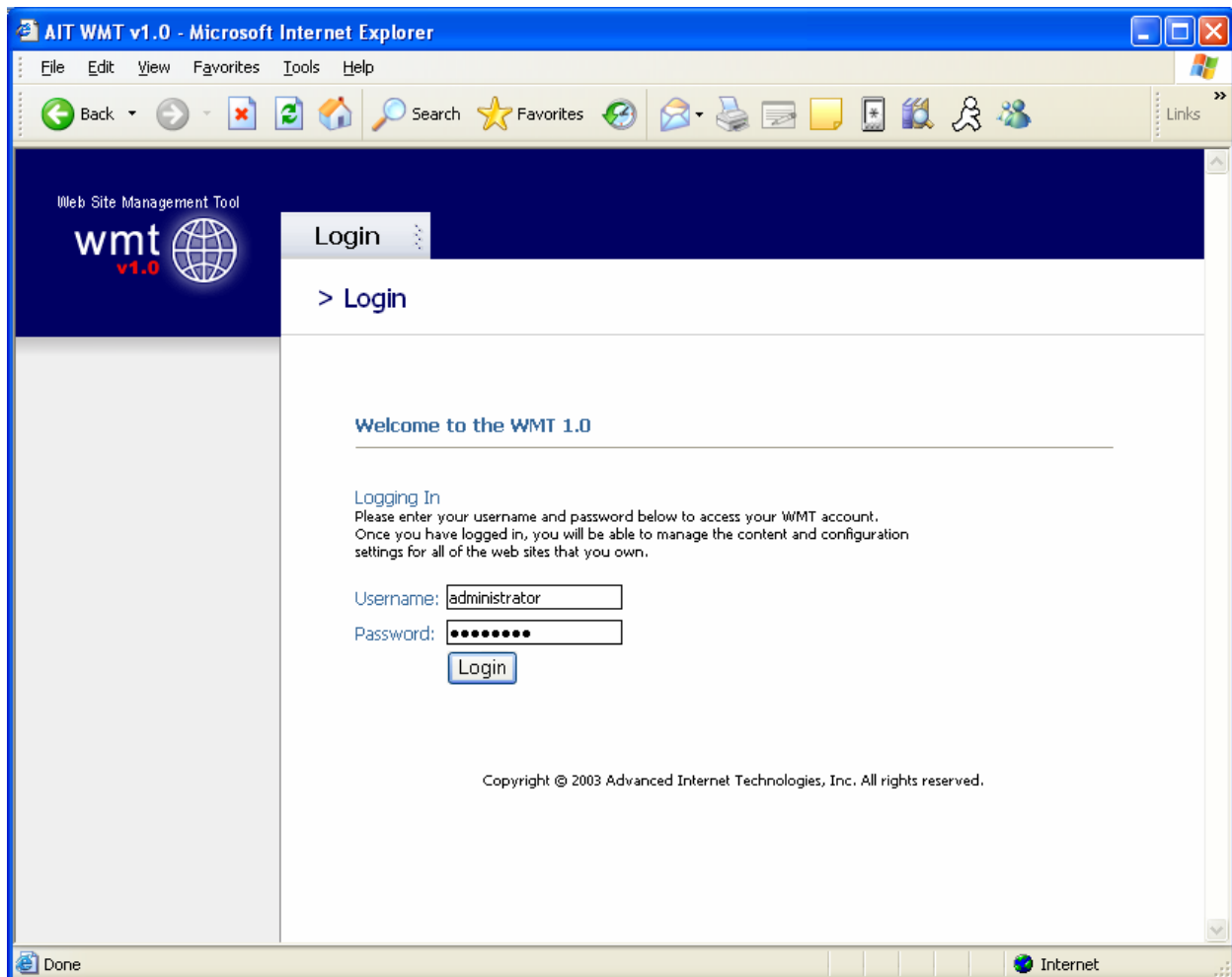


Figure 1-1

Welcome Screen

Once you have successfully logged into the WMT, you will see a screen like what is listed in Figure 2-1 below. The screen will have instructions in the center of the page, and really only have one major option, which is to **add a site**.

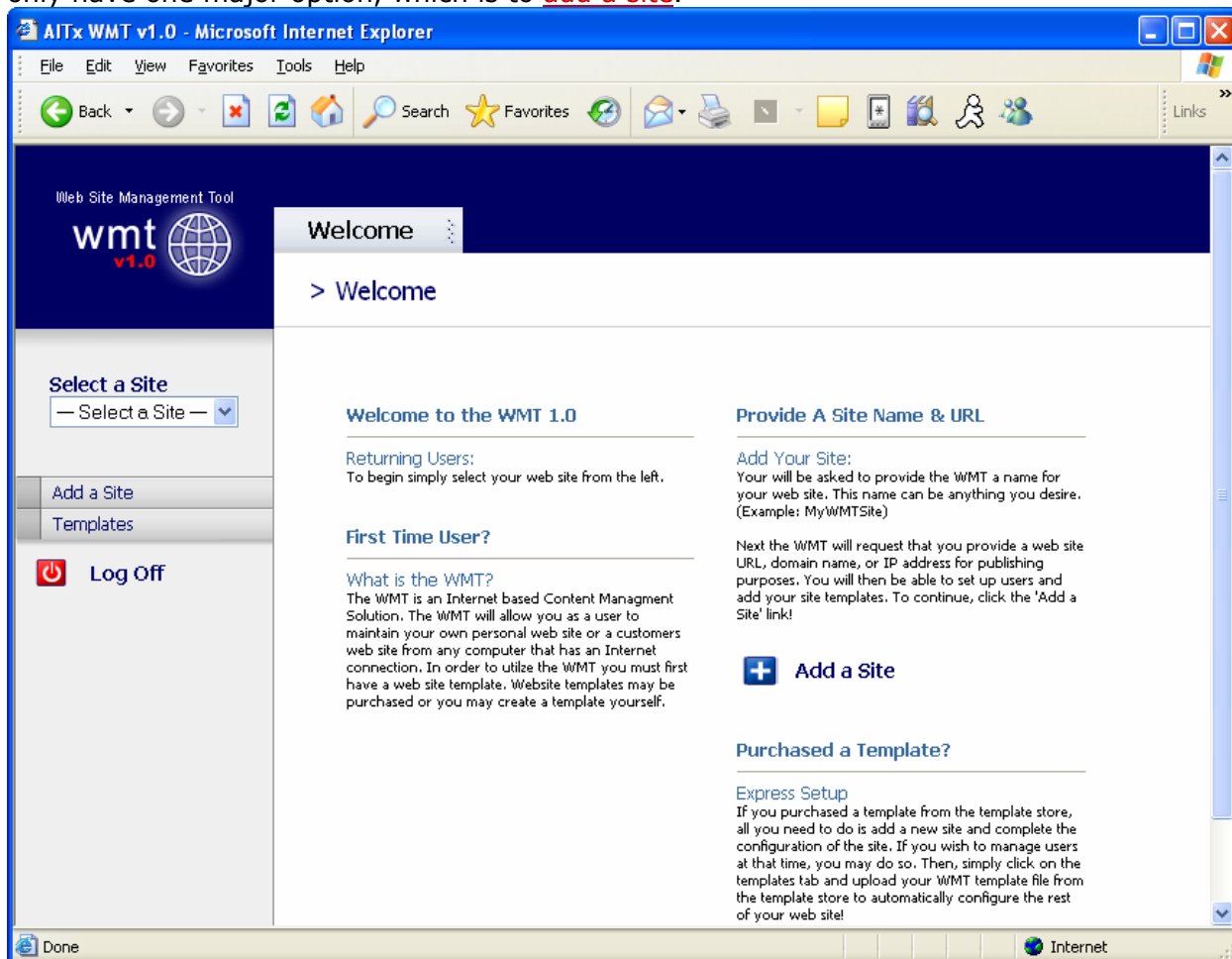


Figure 2-1

Add a Site

The first real item to configure is the site. In the WMT, you can add several sites that you can manage. Each site is in essence a completely different web address or URL. When adding a site (as shown in Figure 3-1 below), you will need several items configured.

- **Site Name** – This can be a generic name that you assign to your site, such as 'My Site' or 'My Domain'.
- **Site Address** – This will be the HTTP address of your website (i.e. http://my-site.com)
- **FTP Address** – This is the domain name or IP address of your web hosting account where files need to be FTP'ed to.
- **FTP Port** – The standard FTP port for most hosts is 21, however if necessary, you can modify this port.
- **FTP Username** – The Username for the FTP account that has been created. This account must have access to upload data to the FTP address listed above. In most instances, this can be the default FTP account that you receive when signing up an

account with AIT, or it can be another FTP account that you create through the SMT / cpanel interface.

- **FTP Password** – This password must match the FTP account that you created above. If you change the password in the SMT, then the password in the WMT configuration will also need to be updated. See [Select a Site](#) for more details on how to change the password.
- **FTP Document Root** – This is the default document root for the website, as compared to the FTP site. When the WMT publishes your files to your FTP server, the web server is normally in a different directory. Thus, the WMT needs to know the path to the web root of your files. If you are hosted with AIT, and your account is a Linux Fully managed hosting account, the document root is the “/www/htdocs” path. If your account is a Windows Fully managed hosting account, then the default document root will be the “/www” path.

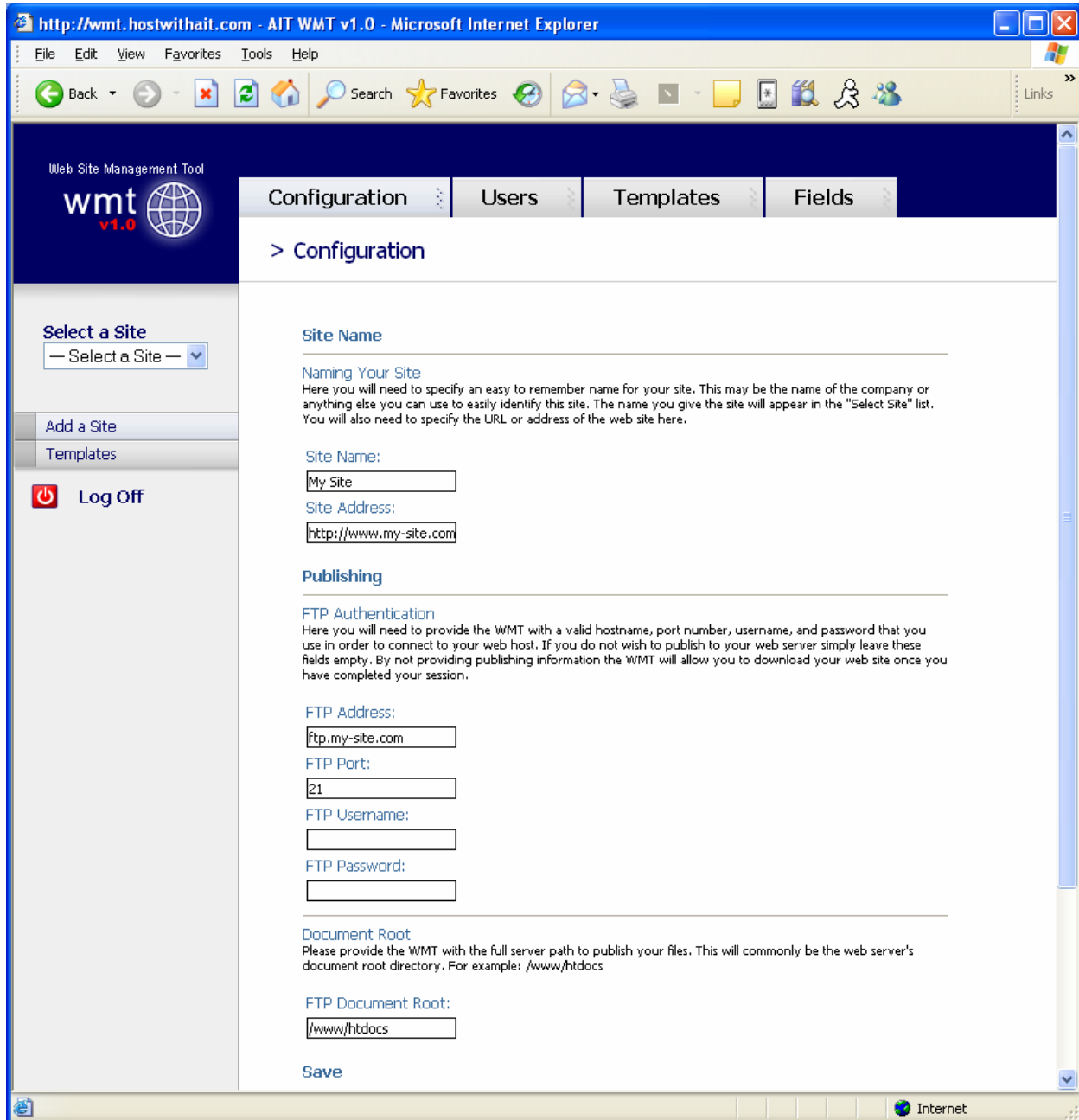


Figure 3-1

Select a Site

To select a site that you have already created/added, select the site name from the drop down menu entitled "Select a Site" on the top left hand side of the screen. As shown in Figure 4-1 below, you will see the site configuration displayed, and you will also note that there are several additions to the sidebar navigation menu, and the top screen menu. The options on the side that are added are the [Delete a Site option](#), and the Site Config option, and the Content Editor option. You will also notice the top menu changes for Configuration (same as Site Config), Users, Templates and Fields.

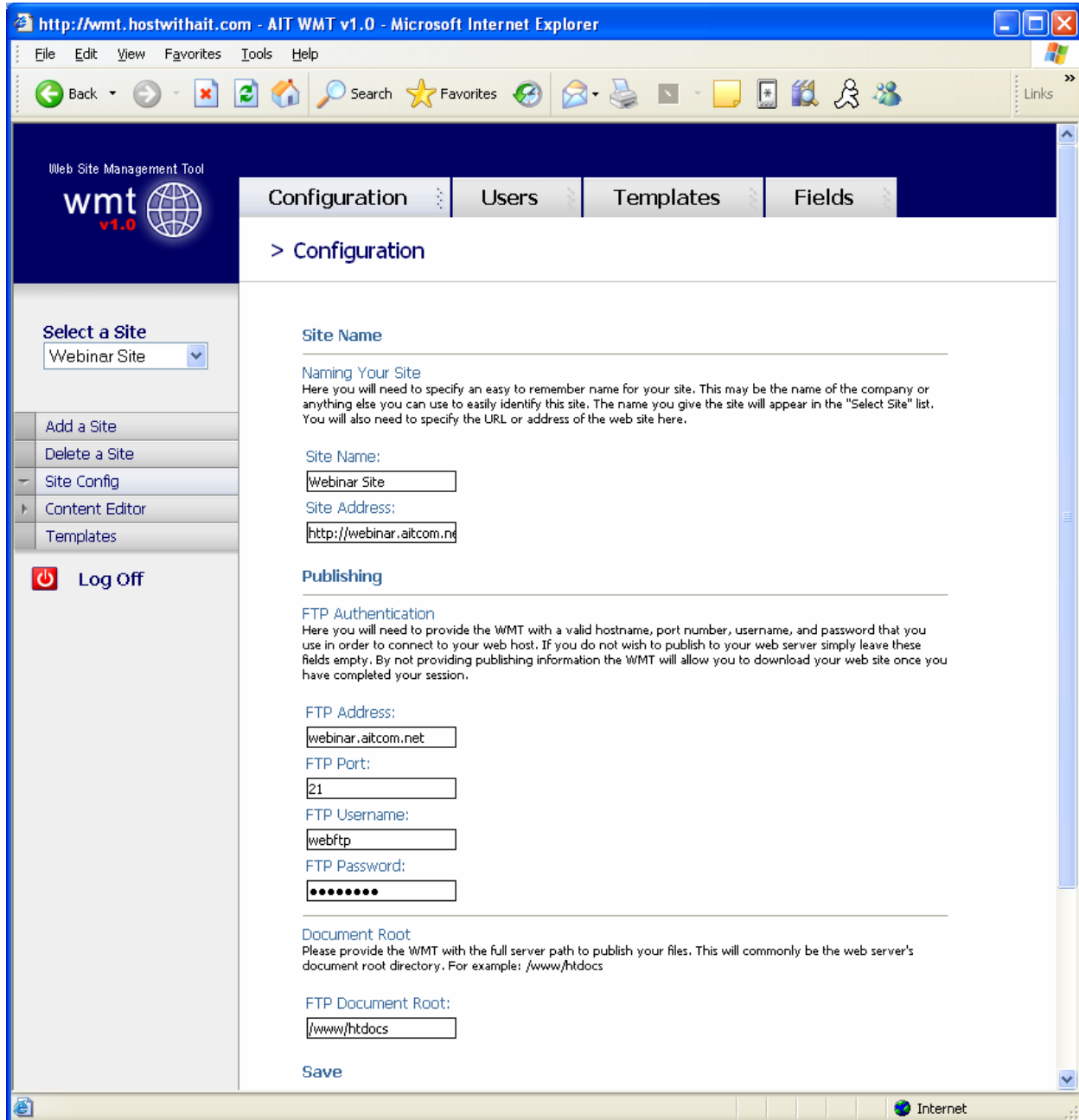


Figure 4-1

Delete a Site

This section is used to delete a site that has been created. If you select a site from the [Select a Site](#) option, this site is loaded into the WMT. If you then click the 'Delete a Site' option, it will attempt to delete that site. Note that this will delete all users, templates, fields, and all unpublished content. Before the site is deleted, it will ask the user to confirm the deletion. Figure 5-1 below shows the confirmation screen, before you will actually delete the site.

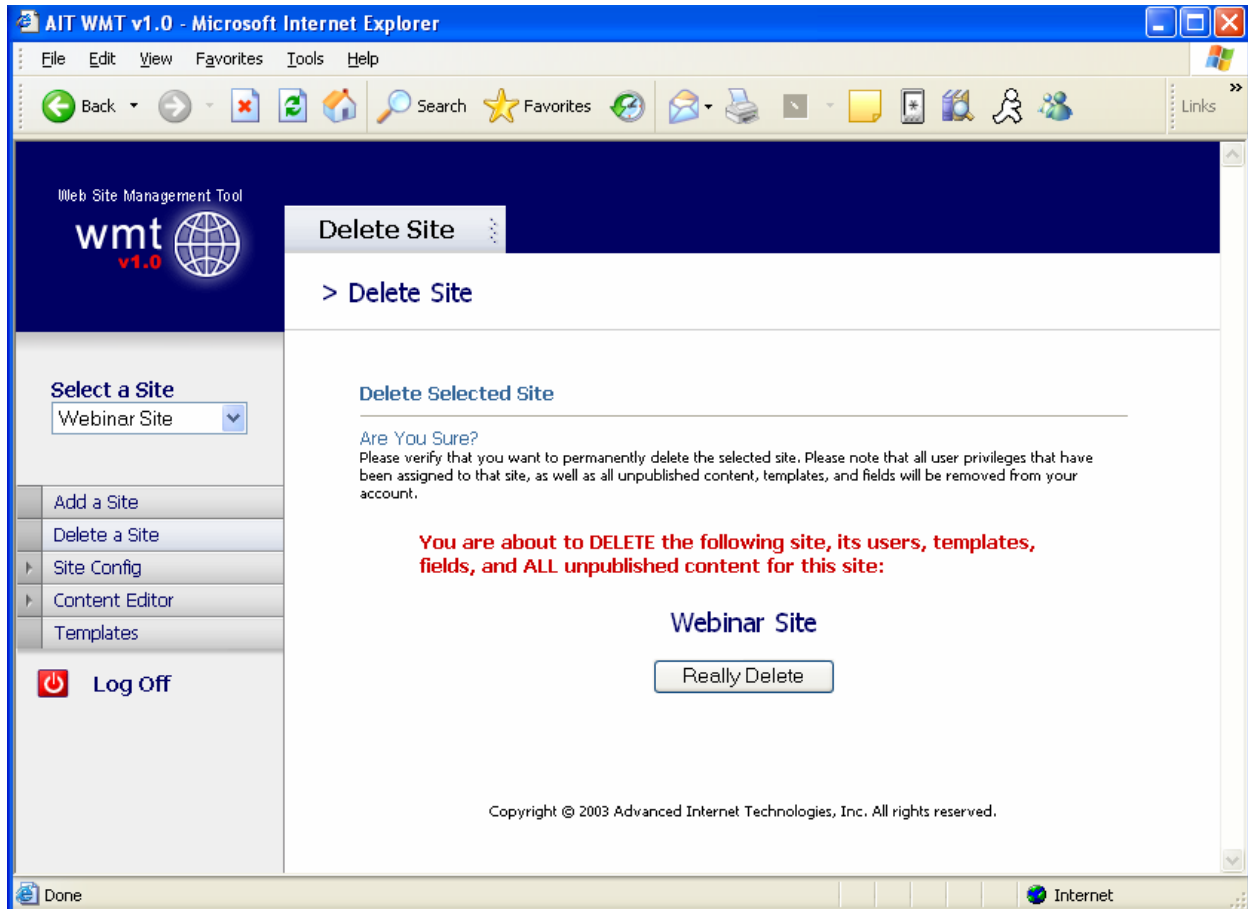


Figure 5-1

Site Configuration

Once you have [Selected a Site](#), the base site configurations that were entered into the WMT when you added the site are displayed. Also, sub options are shown below the 'Site Config' option on the left hand menu. These options are explained below.

Note that the Site Config options can be edited in the same way that they were added in the [Add a Site](#) option above.

Users

From this area you will see the following sections:

- **My Account** – This allows you to change your username and password for accessing the WMT.
- **Granted Users** – Here you can add new users, or edit existing users. In the second section you will be able to modify the username and password of any user you have created.

Within the Granted Users section (Figure 7-1 below), you have the ability to add additional users that can login to the WMT for that site. This basically allows AIT Resellers who are web designers to provide a login to business owners or other members of a business that want to manage the day to day content of a website after the design is done. This is the area that you would add a login for those users.

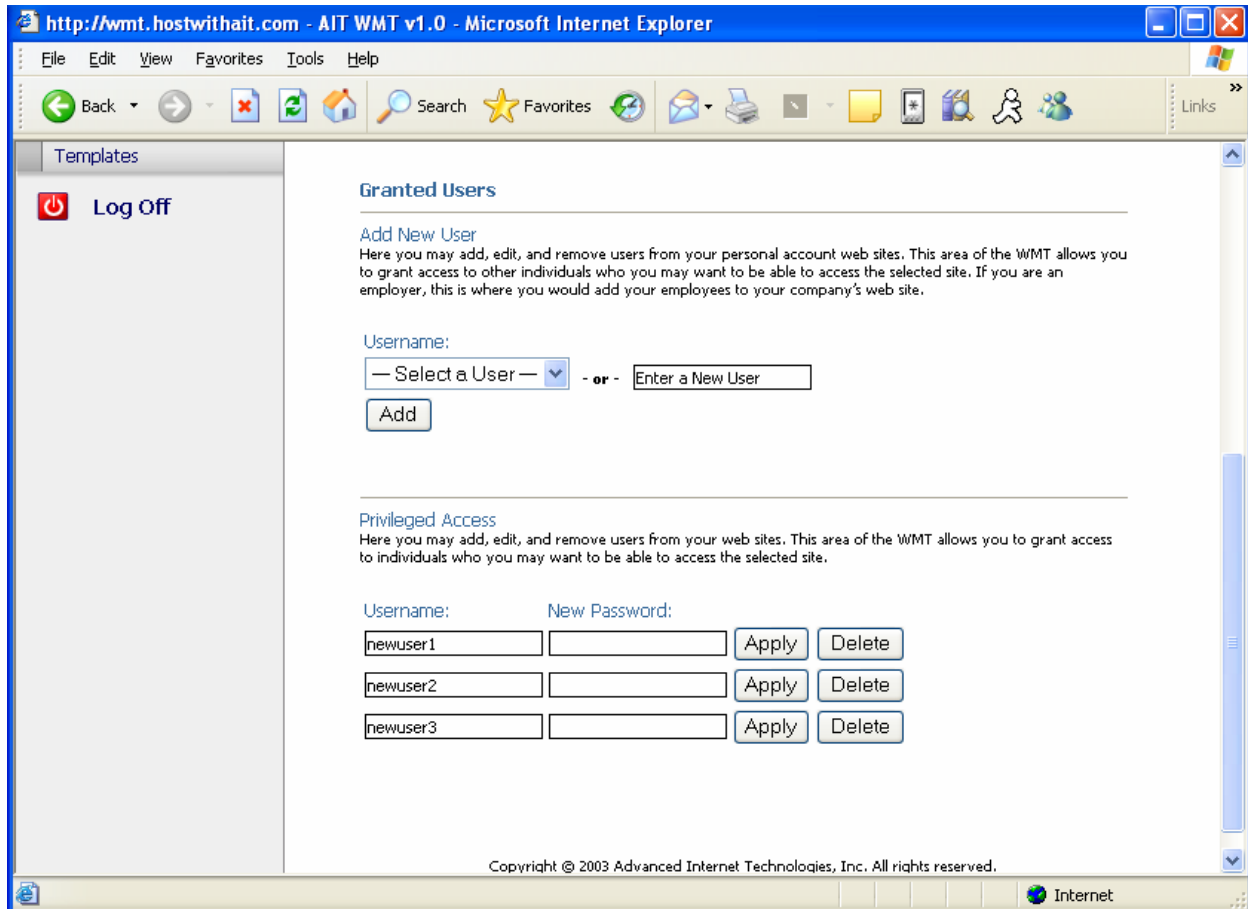


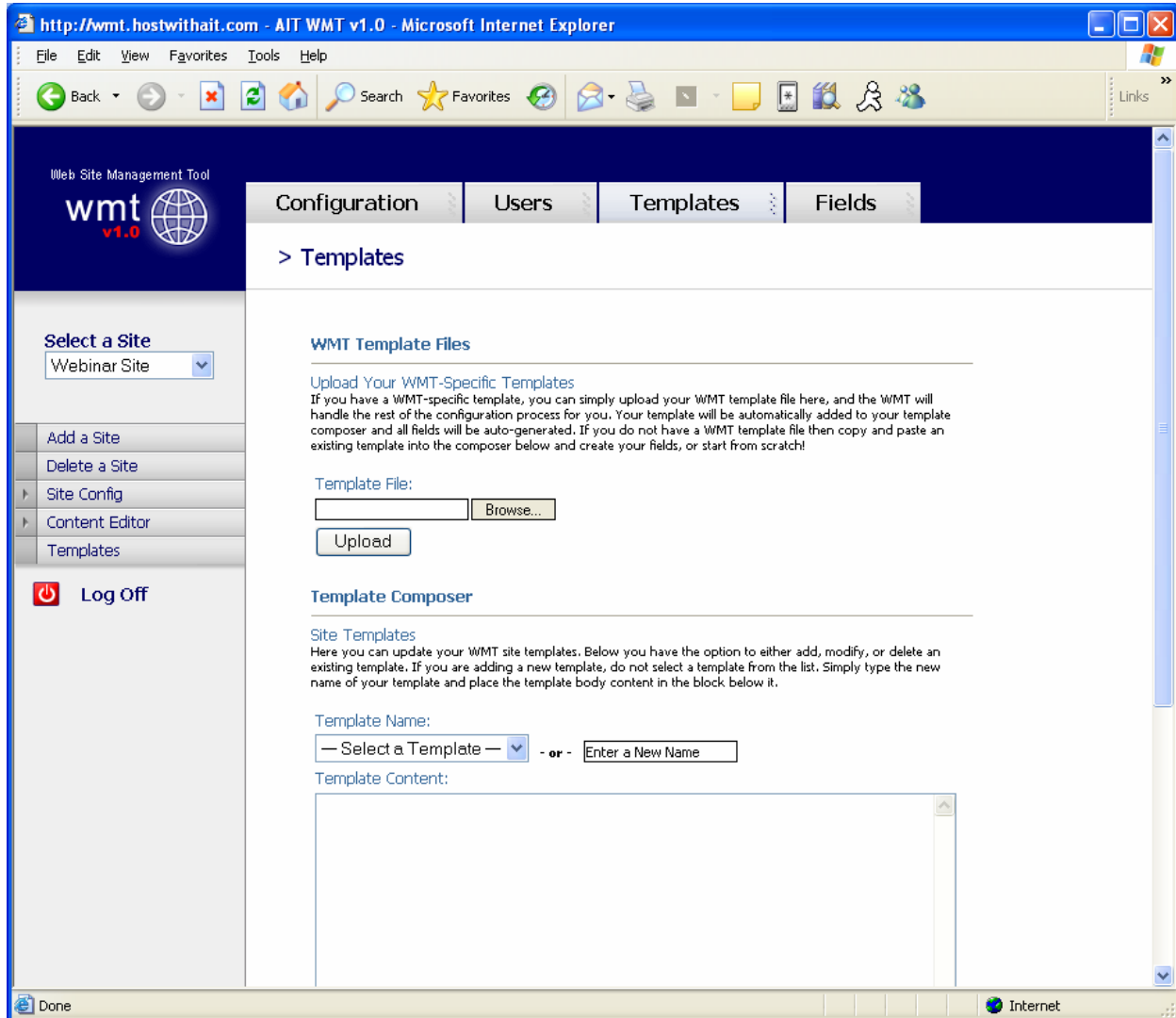
Figure 7-1

To add a new user to the WMT, enter the username of the individual in the Add New User area. Then, click the Add button. Once the user has been added, a password can be applied to that user in the section labeled Privileged Access. Once this has been accomplished, users can access the WMT site (<http://wmt.theirdomain.com>) with that login and password.

Templates

Inside of the WMT, users can add templates to their pages. These templates can be selected from the list of predefined templates that AIT provides inside of the WMT (see the [Templates section](#) in this User's Guide), or the user can create a new Templates themselves and insert the template into the WMT. This section allows for users to use an existing template in the WMT or use a new template created by the user. Figure 8-1 below shows an example of what the default template screen will look like.

- **Upload Your WMT-Specific Templates** – This section allows you to upload any .wmt file that you may have from the TemplateStore, or from the WMT itself.
- **Template Composer** – This allows users to input their own template, either from copying and pasting an existing template that the user has into the WMT, or by typing in HTML code to create the template.

**Figure 8-1**

Uploading WMT-Specific Templates

If you have a WMT-specific template (usually a .wmt file), you can simply upload your WMT template file in this section. The WMT will handle the rest of the configuration process for you. Your template will be automatically added to your template composer and all fields will be auto-generated for editing or creation of new pages.

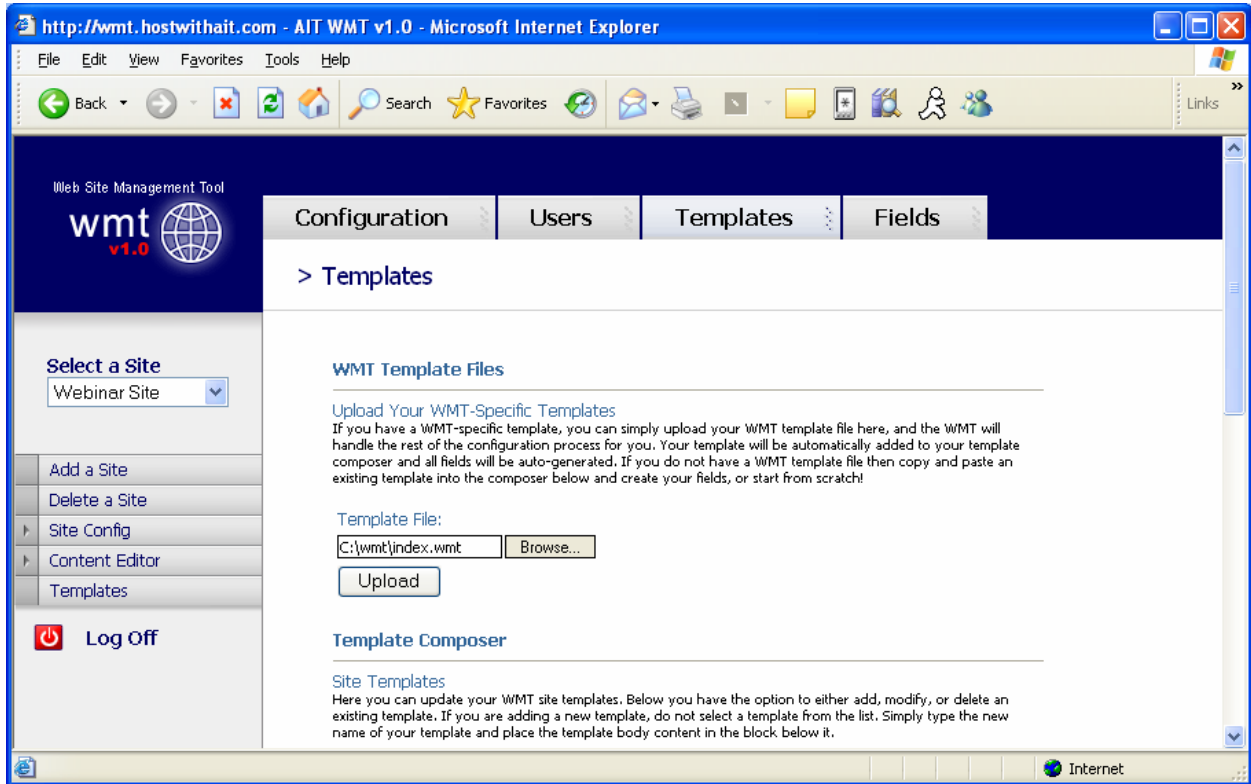


Figure 8-2

Template Composer

If you do not have a WMT template file, you can create your own or write in the HTML in this section (Figure 8-3 below). In this figure, a template is shown typed into the text area allowed. This template can be created by a user, or be one of the templates downloaded from the [Template Download](#) section of the WMT. Once the template has been submitted, enter a Template name in the input box, and then click the save button. This saves the Template file in the WMT as that name.

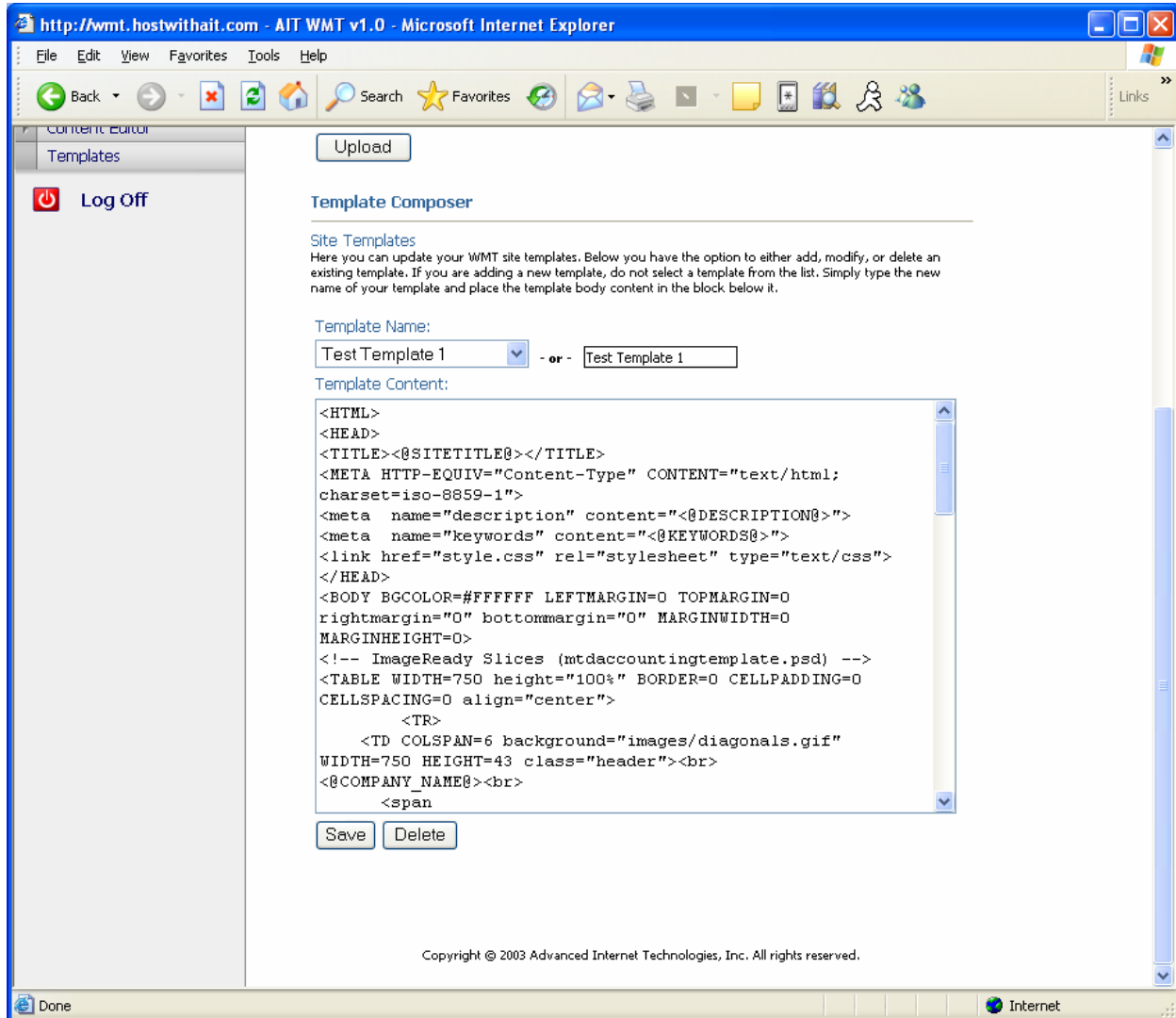
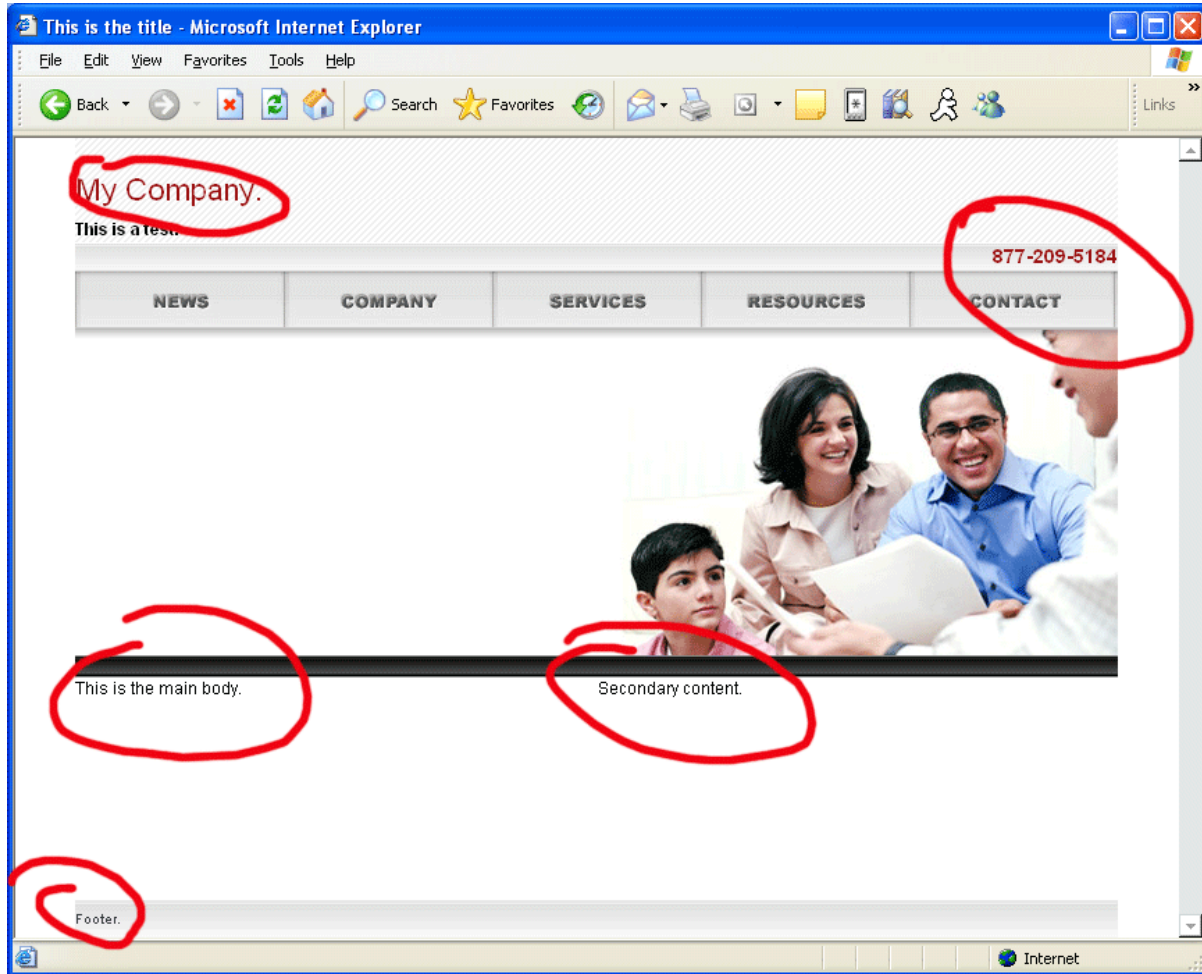


Figure 8-3

Fields

When templates are created or added in the WMT, fields will be added as 'place holders' for content that can be updated at a later time. Figure 9-1 below shows a template that has already been created and visually displays where the 'fields' are located so that you can see how these can be places where content would be editable.

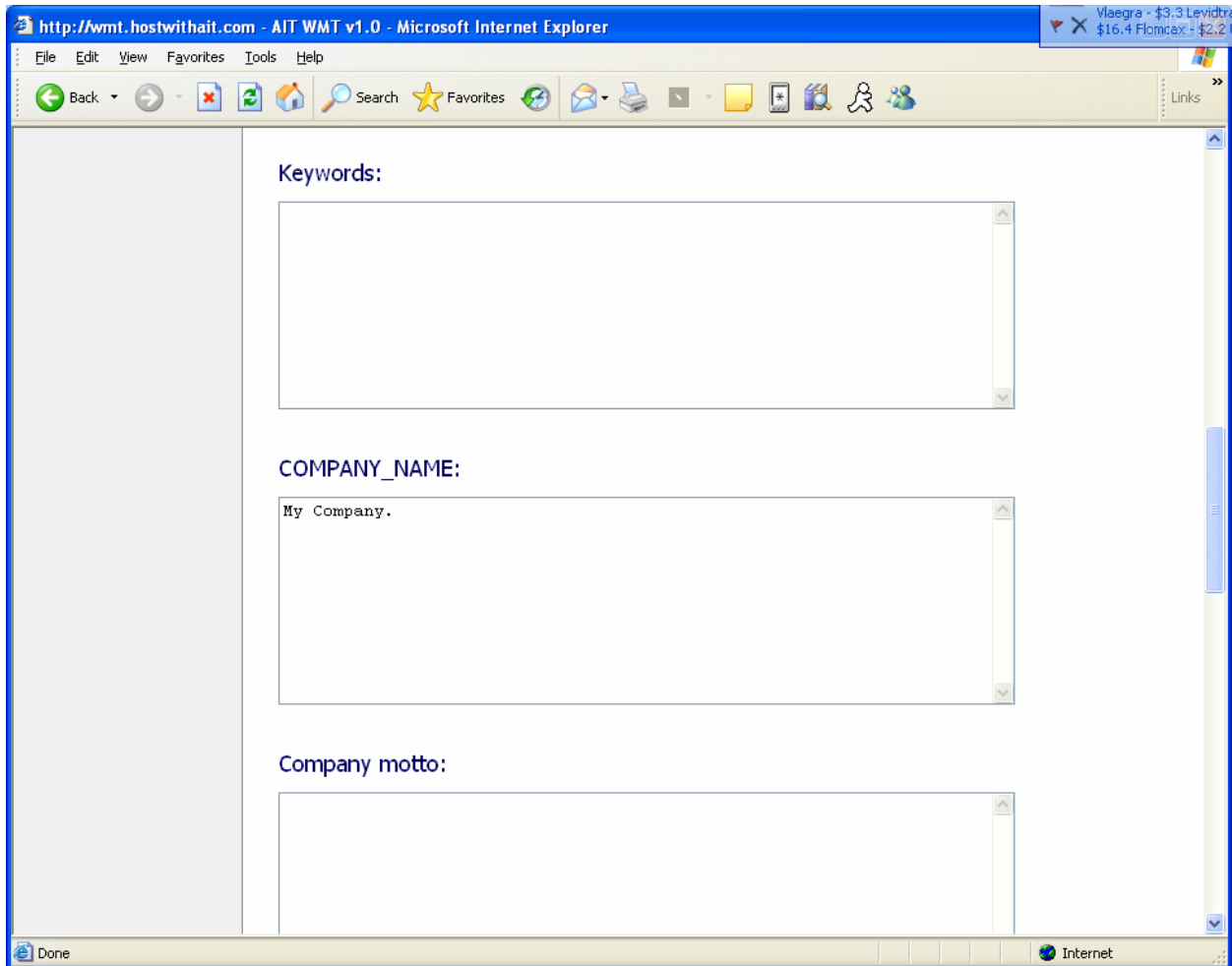
**Figure 9-1**

When adding a template, the user can input where the editable content would be placed by putting in certain HTML code for the fields. Below is an example of what the fields would look like.

Example:

```
<@COMPANY_NAME@>
```

If this content (above) is placed into a template in the WMT, then when creating a new page, the screen will look like Figure 9-2 below, where COMPANY_NAME is an editable field.

**Figure 9-2**

If the field is a field that the user should be allowed to put HTML content in, then through the Fields section, the administrator can change that field from a simple text field (like Figure 9-2 above) to a complex HTML field like Figure 9-3 below. To make this change, under 'Fields', select the variable field that needs to be changed, and as Figure 9-4 below shows, turn the HTML Editor from 'Off' to 'On'.

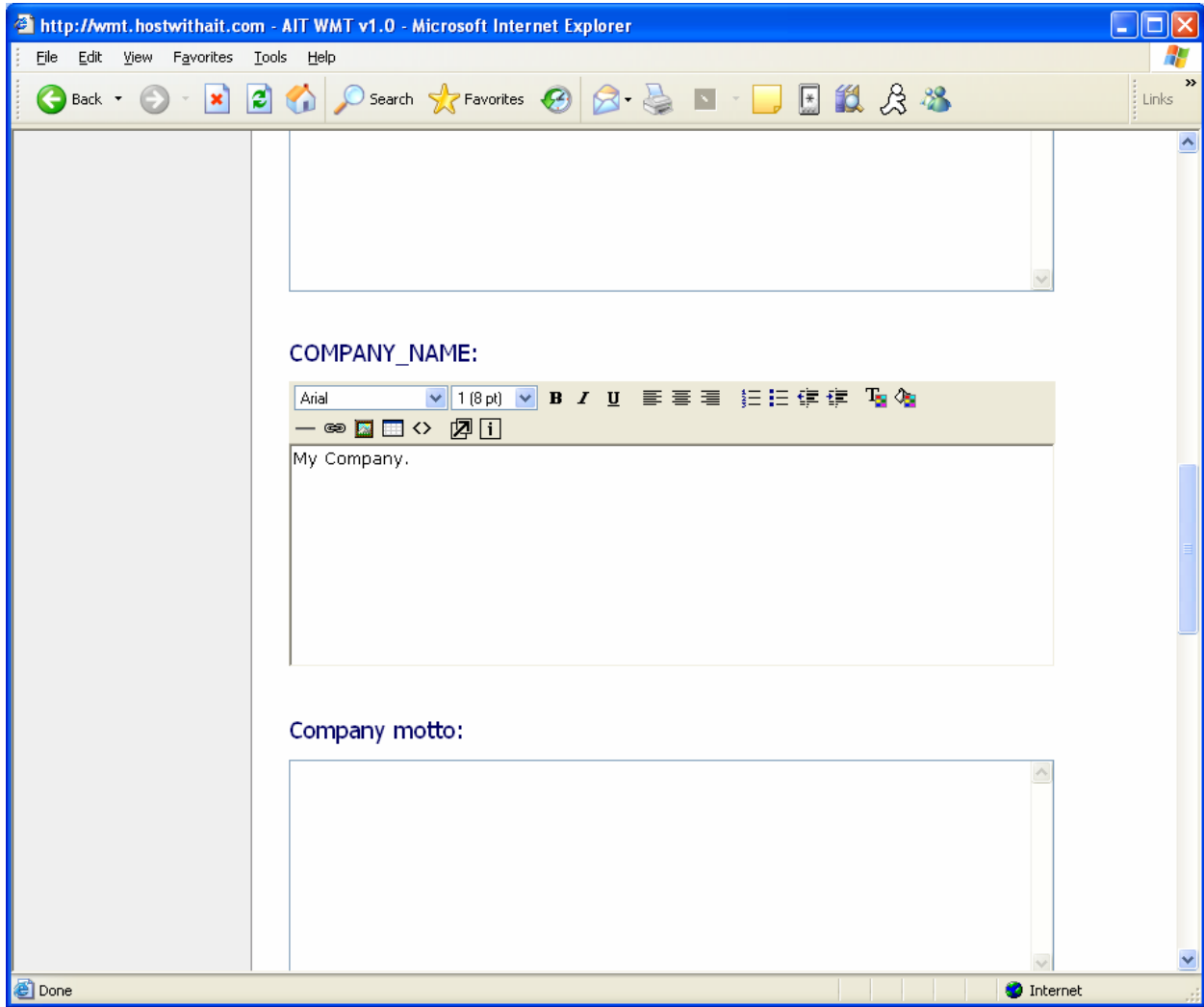


Figure 9-3

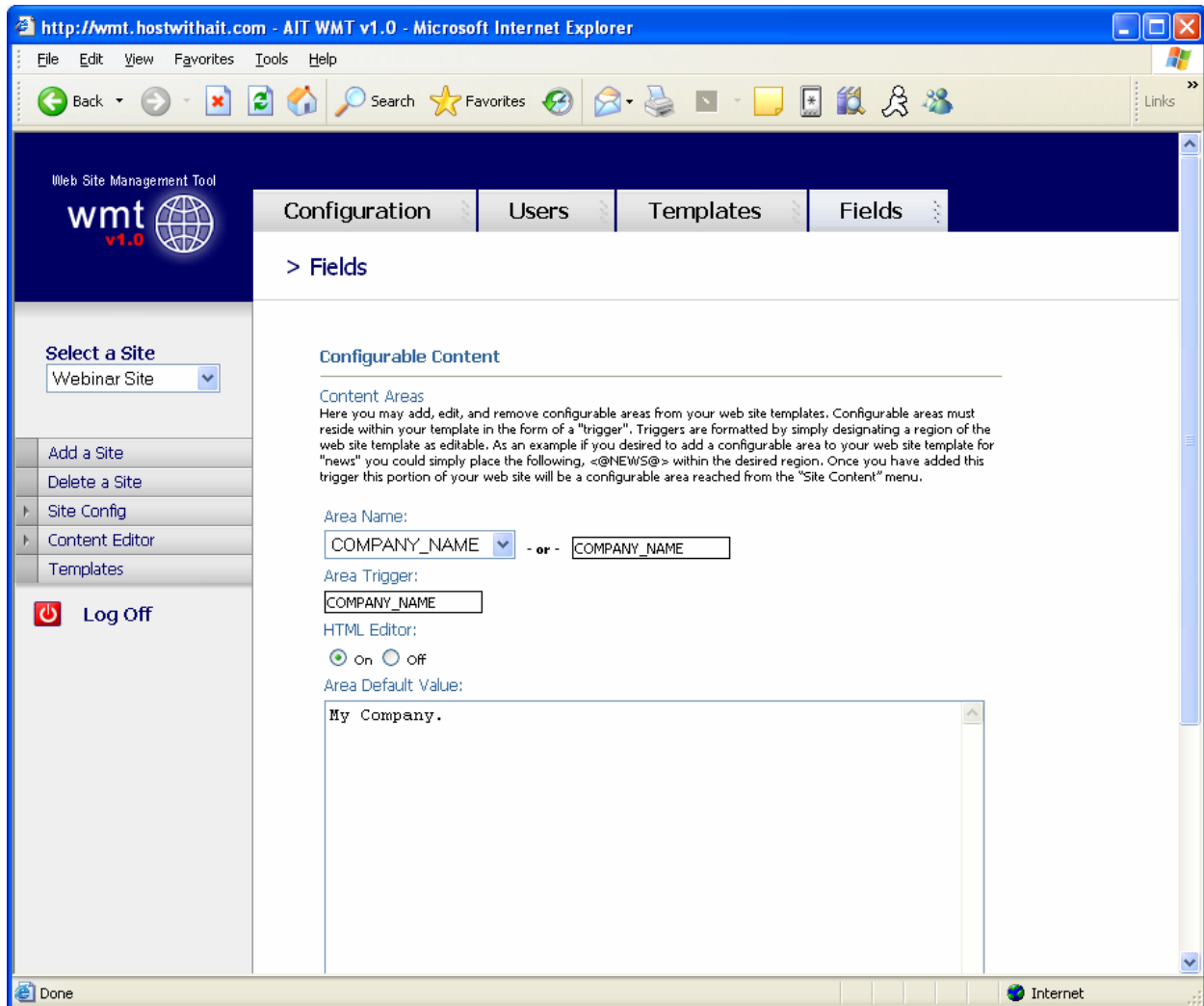


Figure 9-4

The HTML Editor is especially valuable for areas that HTML content is necessary, such as a main body area, or areas that may need images.

Content Editor

In order to begin making, editing, or publishing content, click the "Content Editor" link from the left side navigation. This action will produce the Content Editor screen and reveal the following left links; Make A New Page, Publish This Site, Make Global Changes.

Below you will find a brief description of each link and the purpose of the link.

- **Make A New Page** – Click this link to post new content to the site
- **Publish This Site** – Click this link to publish one or many documents at one time
- **Make Global Changes** – will allow you to quickly add items to all of your published pages

Note: As your site grows you may need to locate the newly created or modified page by using the "Find A Web Page" feature. In order to find the page that was recently created simply type in the page title into the search field and click the search button. Once you have

located the appropriate page the WMT will provide you the ability to edit, view source, publish, delete, or copy a page.

Make a New Page

To make a new page, after clicking the 'Make a New Page' link, the user will select the template to be used from the dropdown menu (much like section 11-1 below).

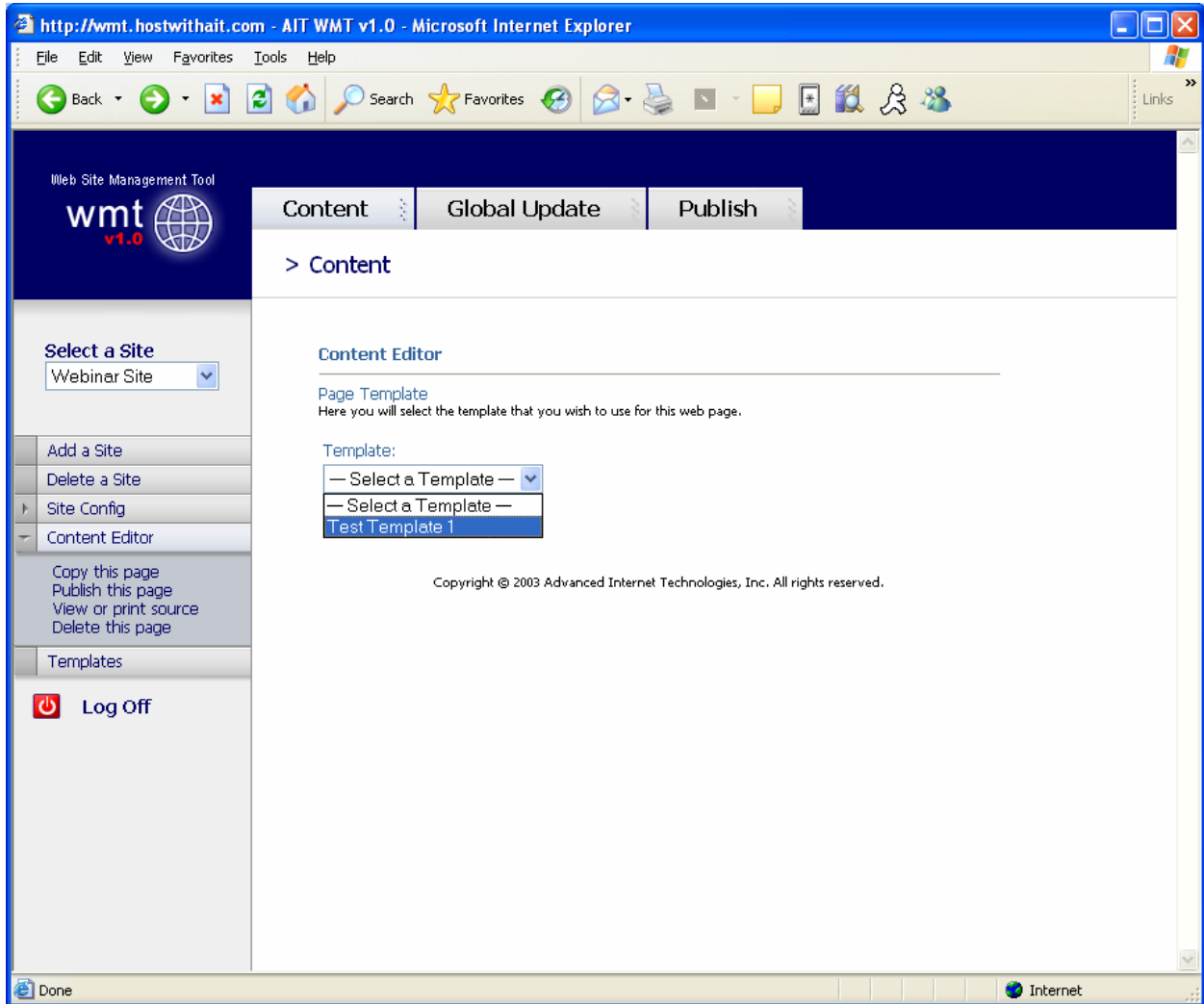


Figure 11-1

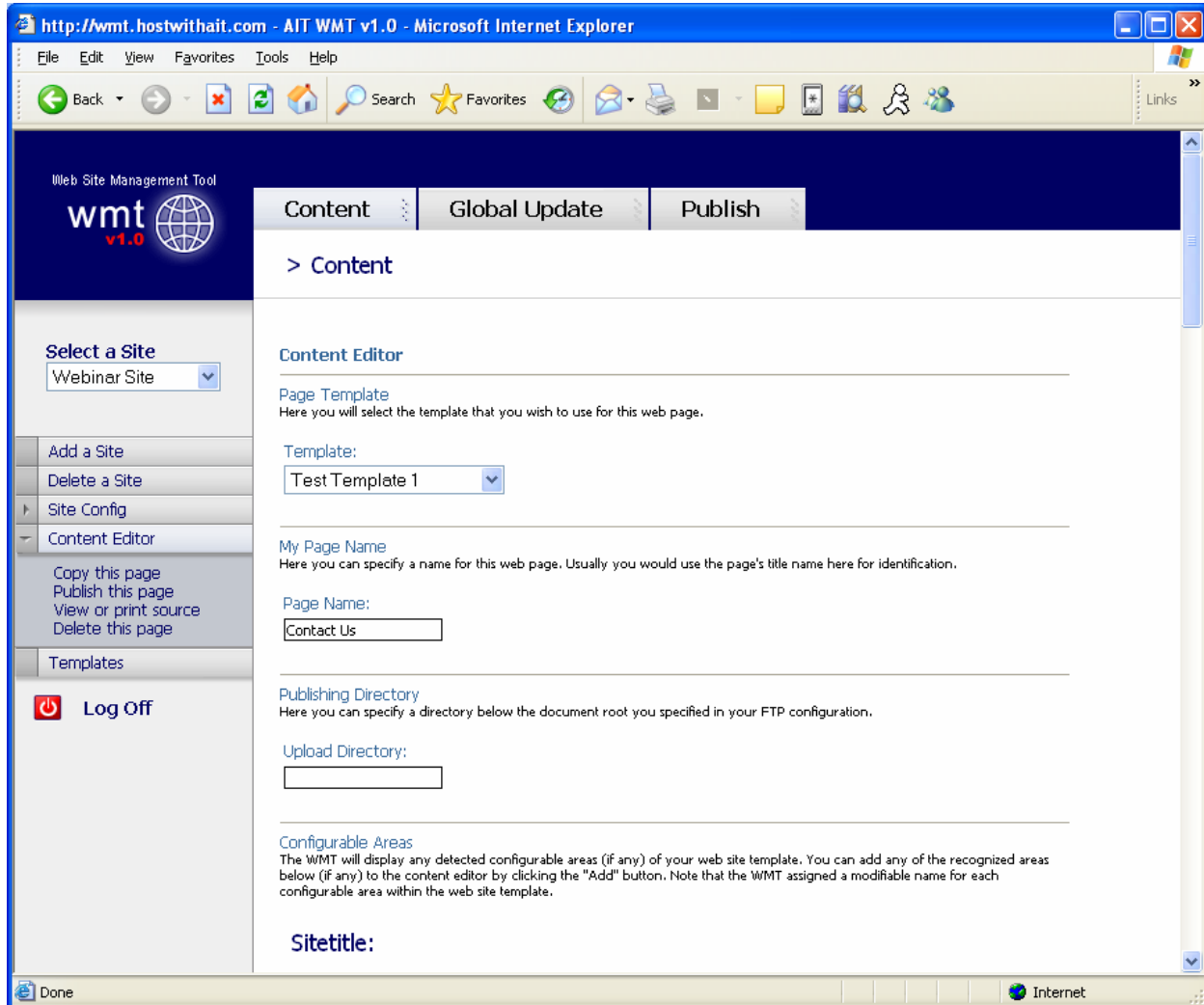


Figure 11-2

When creating a new page, the user will be asked for input in the areas below.

- **Template** – This is the name of the template, which is selected before a page is created. A template can be changed for the content of the page after it's created, however a template must be selected when creating a page.
- **Page Name** – This is the name that will be used for the page when using the WMT.
- **Publishing Directory / Upload directory** – By default, this can be left blank. This is the directory under the document root that was configured in the Site Configuration section. For example, if you wish to upload a file to the document root, leave the input area blank. If you wish to put this page in another 'sub directory' then you can just input the name of the directory (i.e. sampledir).
- **Configurable areas** – These are the areas that are defined when [adding a template](#). These fields are specified in the template, then they are displayed when adding or editing a page.

Images

Images that are used in any template, outside of a page, must be uploaded separately via FTP. WMT 1.0 does not have a feature for uploading images individually. Images must be uploaded to the web server using an FTP program.

Images used OUTSIDE of templates can be called directly via the HTML editor's 'Insert Image' section.

HTML editor

The HTML editor option inside of the WMT is a what-you-see-is-what-you-get (WYSIWYG) application. This feature allows for users to have word processor-style editing right at their fingertips inside of any configurable areas in the WMT.

With the WYSIWYG text box enabled for both the summary and content text box you can format text without using HTML tags. Your options now include bold, italic, underline, align left/center/right, numbered lists, bulleted lists, indent right/left, text color, text highlight color, insert horizontal rule, add link, add image link, and view html source.

Please note that the WYSIWYG text box will only function in HTML mode on Windows, and only for Internet Explorer version 5.5+. All other browsers will use a regular text box to enter and edit information.

As you enter text, pressing <enter> starts a new paragraph, which leaves a blank line. For single line breaks, press <shift> + <enter>.

To enter HTML directly into the WYSIWYG text box, select the HTML button "<>", paste the HTML and select the HTML button again to view the results.

To input images into the HTML editor, select the Insert Image icon (Figure 11-3). Once selected, a screen much like Figure 11-4 will appear. The user can type in the URL to the uploaded image file, input alternate text, and other configurations for layout, and click 'OK'.



Figure 11-3

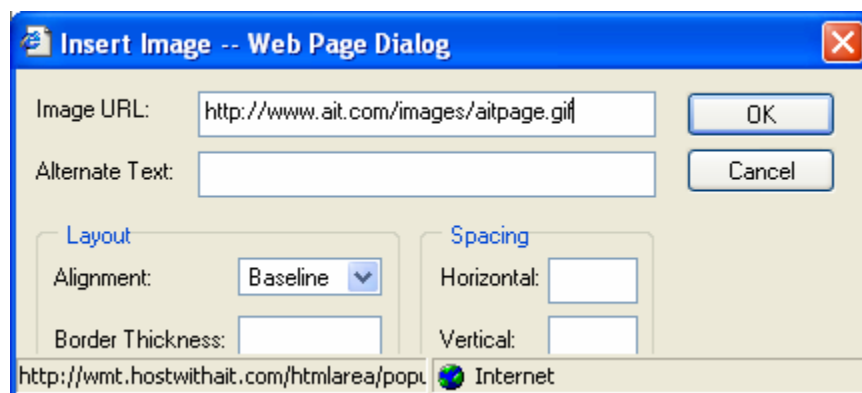
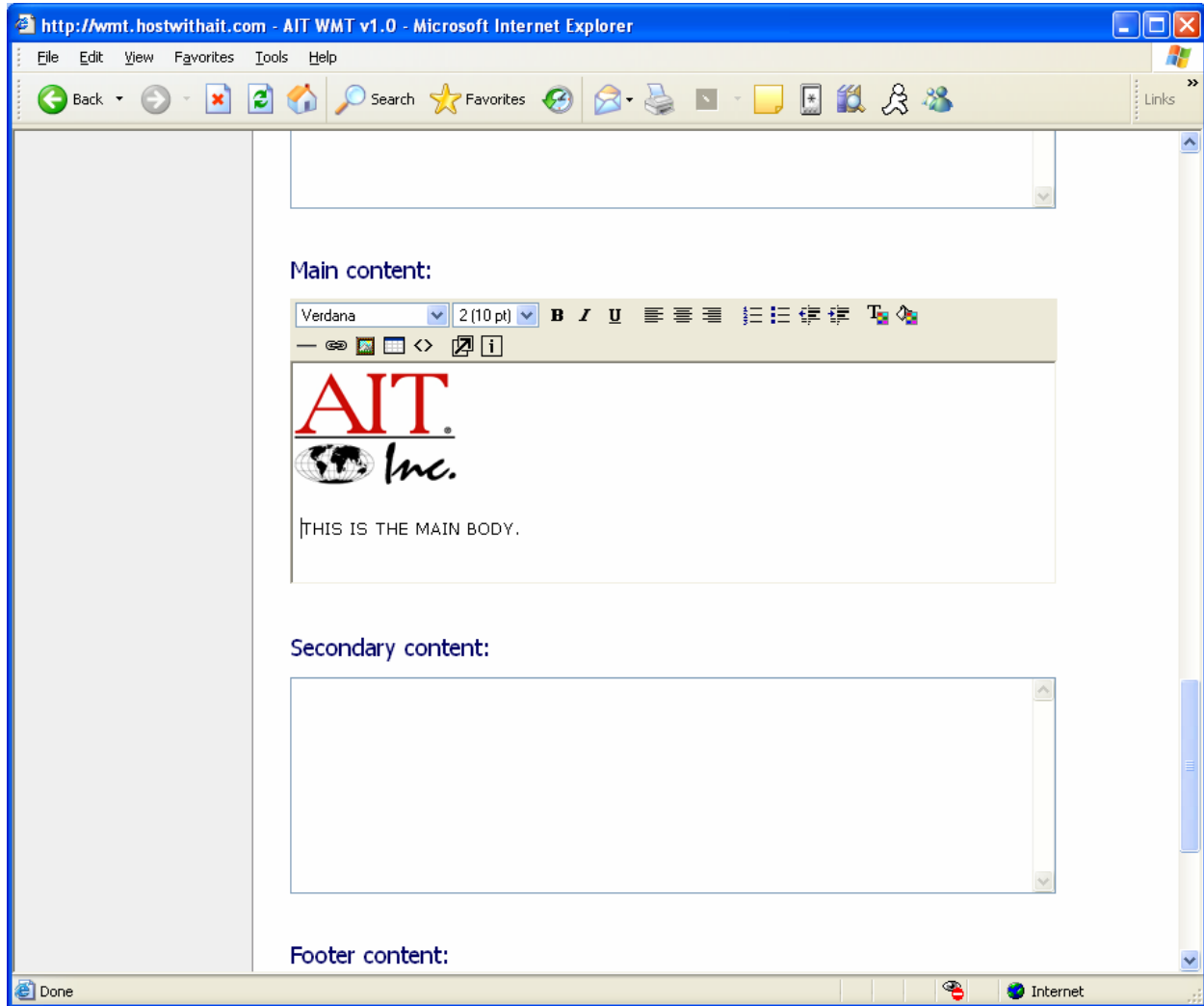
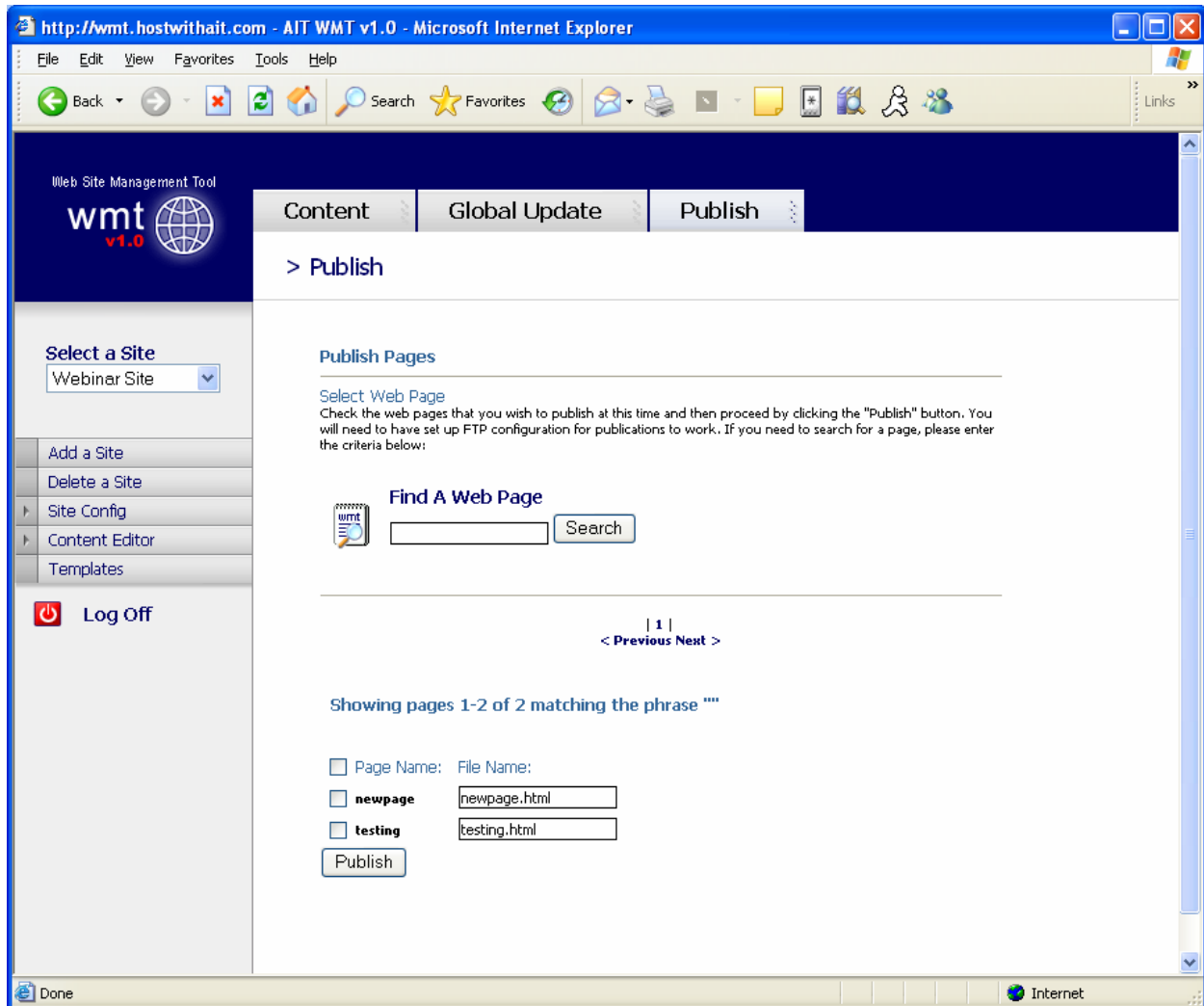


Figure 11-4

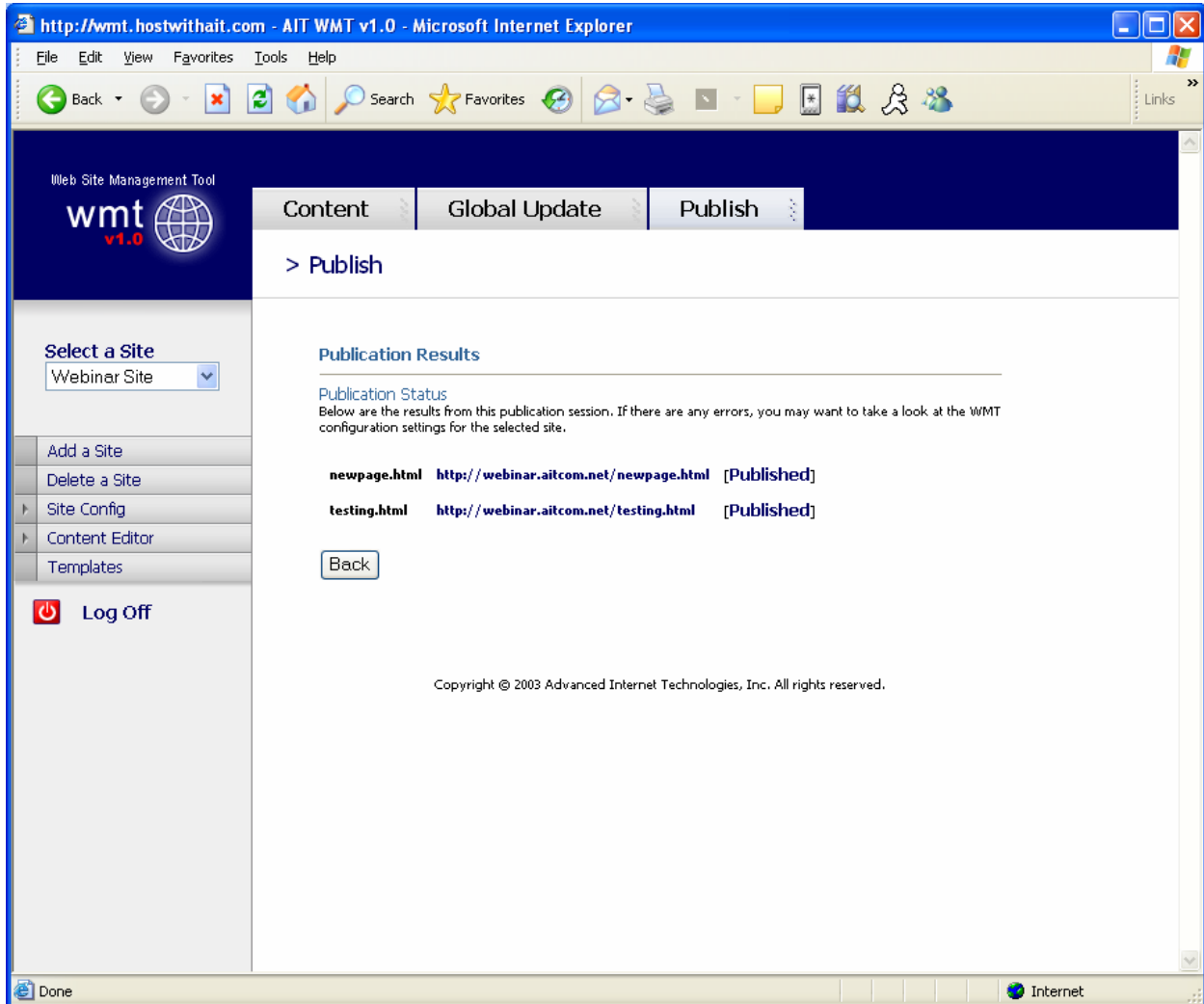
The result of the inserted image will display in the HTML editor inside of the browser. Figure 11-5 below shows an example of an image that has been inserted into the HTML editor this way.

**Figure 11-5****Publish this Site**

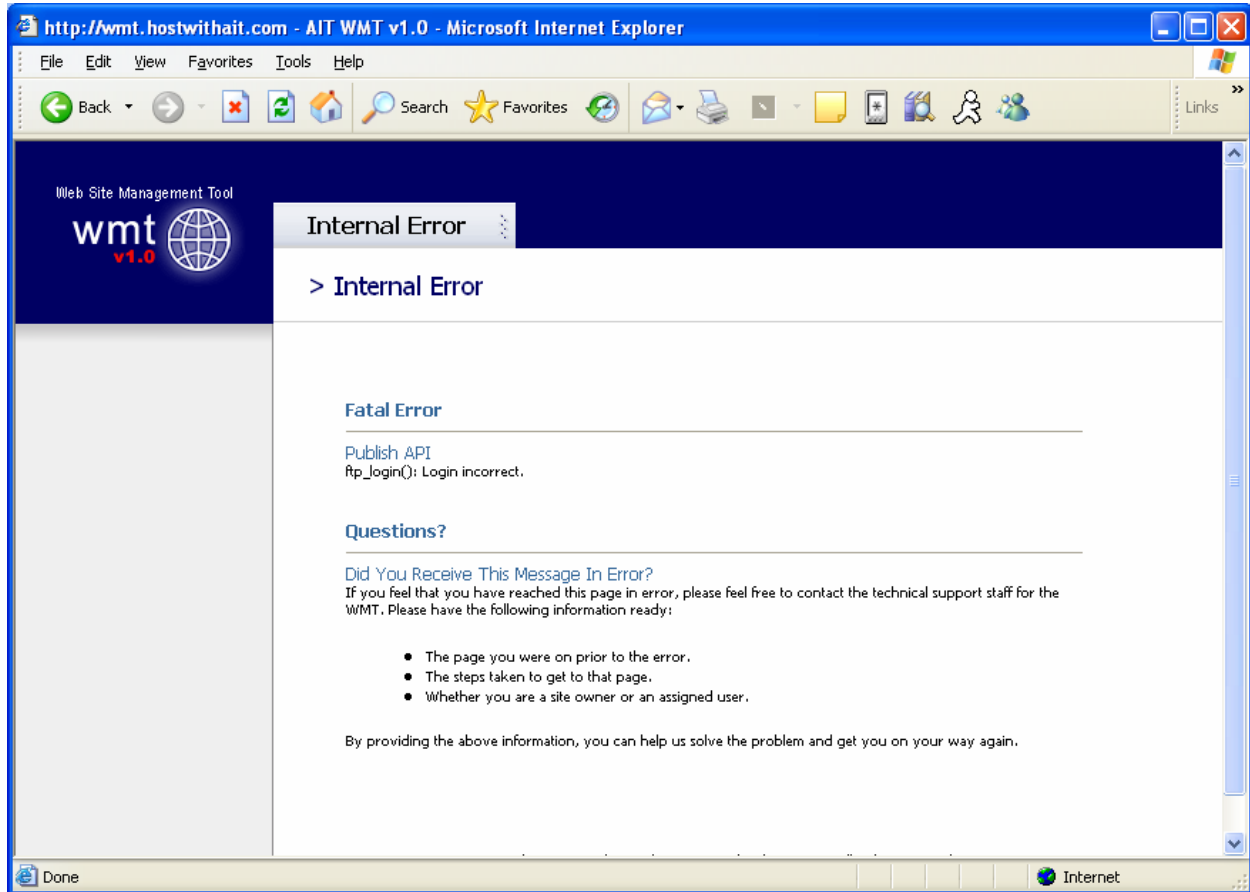
This option will allow a user to publish all created pages. By default (Figure 12-1), all pages inside of the site selected are NOT selected. The user will need to select which pages they want to publish (FTP) and then ensure the file names are configured the way they want them to be. By default, the file extension will be .html. This can be changed for all files to .php, or .asp as needed.

**Figure 12-1**

After the 'Publish' button is clicked, the WMT will take all content, create static pages with the results, and publish the files directly to the web server via FTP. Figure 12-2 below shows the results of publishing the pages. The WMT will provide you with a direct link to each page that will open in a new window (to check your work), and give you the status of each publish attempt.

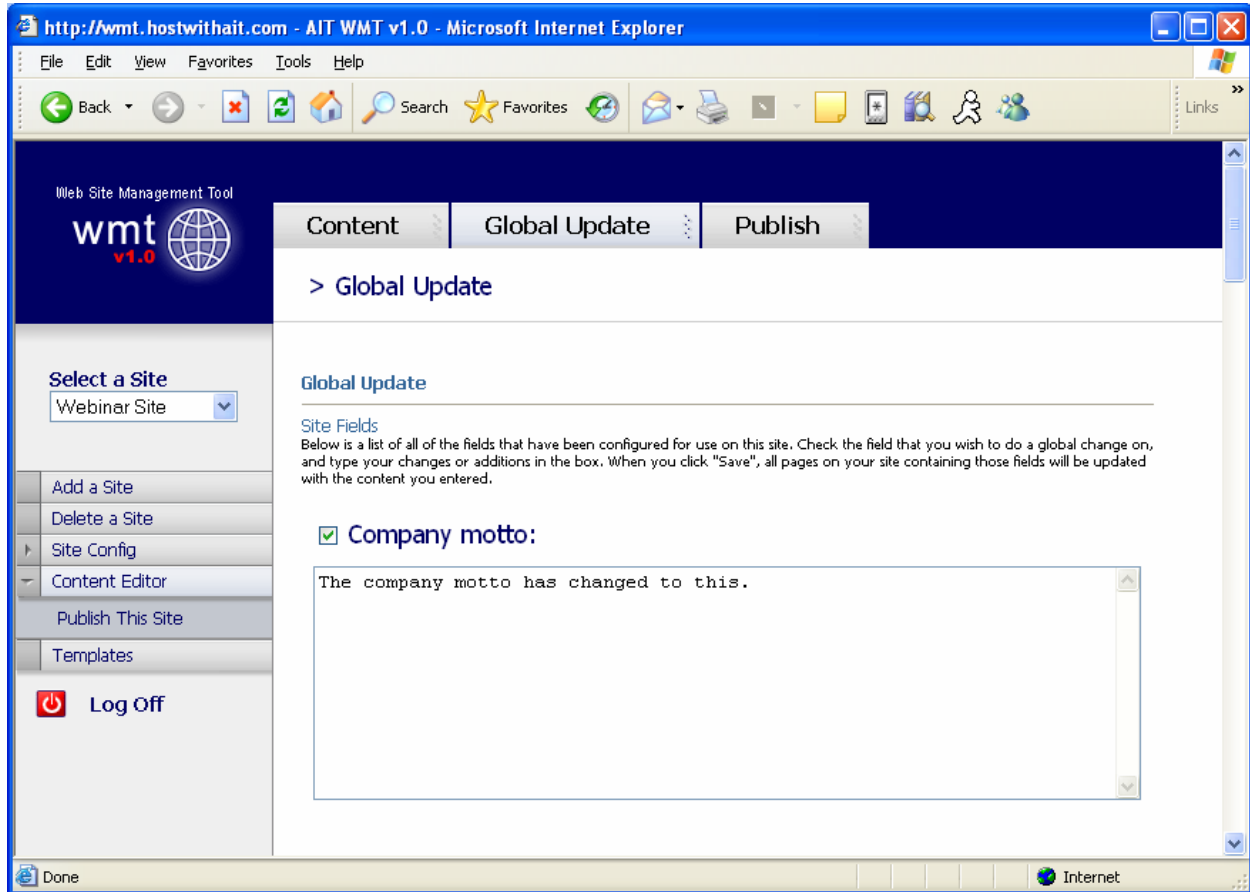
**Figure 12-2**

If there are any errors, the WMT will report those errors. For example, Figure 12-3 below shows an error message. This message will most often happen if the FTP account that was assigned in the [Site Configuration](#) area is not setup properly (i.e. password has changed, or the FTP account does not exist).

**Figure 12-3**

Make Global Changes

This option allows WMT users to globally change all pages (as there may be hundreds of pages) with specific content. For example, if the company motto changes, then editing each page for the new motto may take a long time. This option allows you to update all configurable areas. Figure 13-1 below shows an example of how the configurable areas can be edited globally. To update that specific configurable field globally, input the new text or images as necessary, and then click the checkbox next to the name of that configurable area.

**Figure 13-1**

Edit This Page

This option allows users to edit the content of a previously created page. Much like the Add A New Page option above, this option gives you all the configurable areas that can be edited, and the directory in which to put this page when published. Figures 14-1 and 14-2 below show an example of editing a page that has already been created.

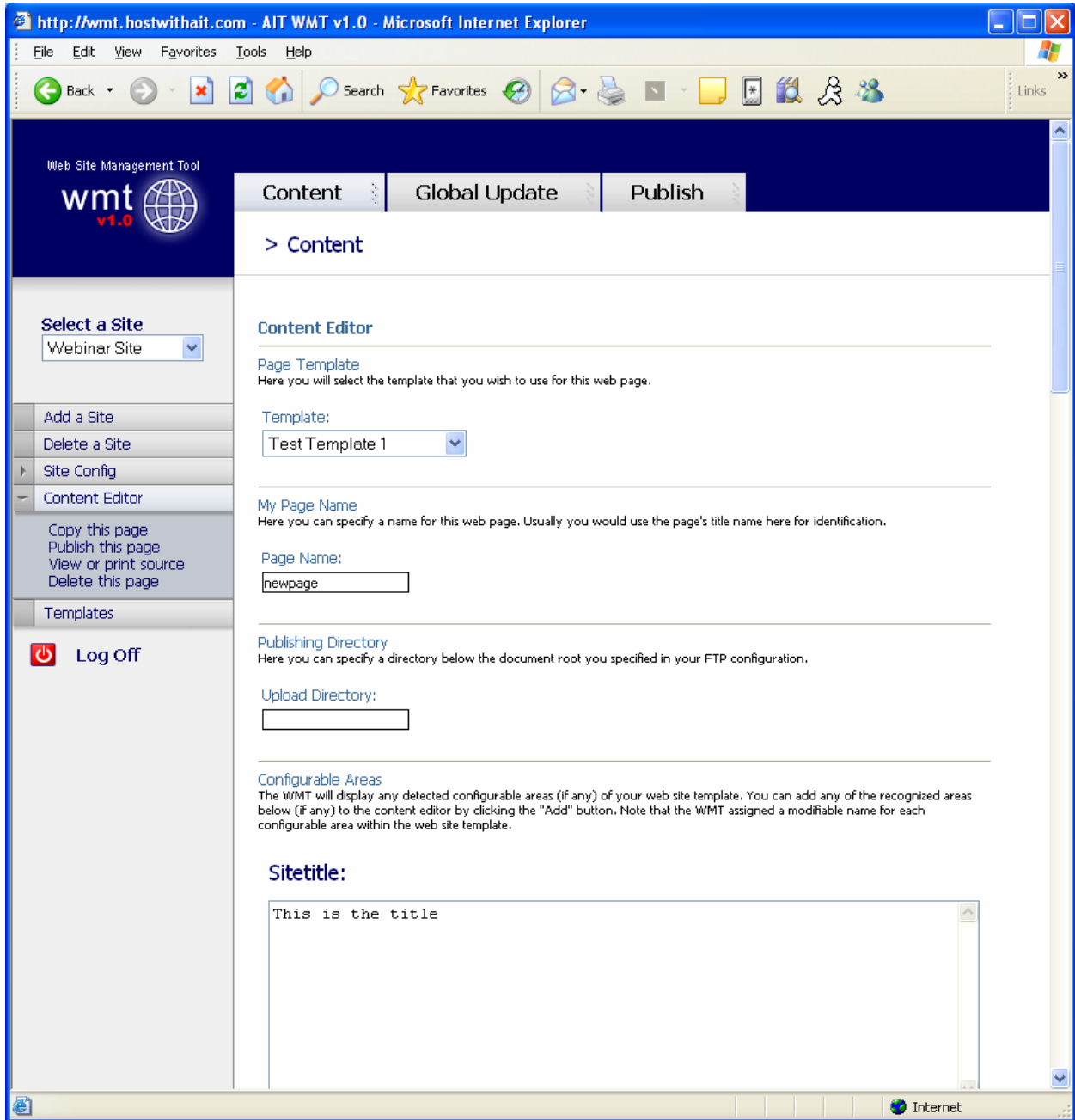


Figure 14-1

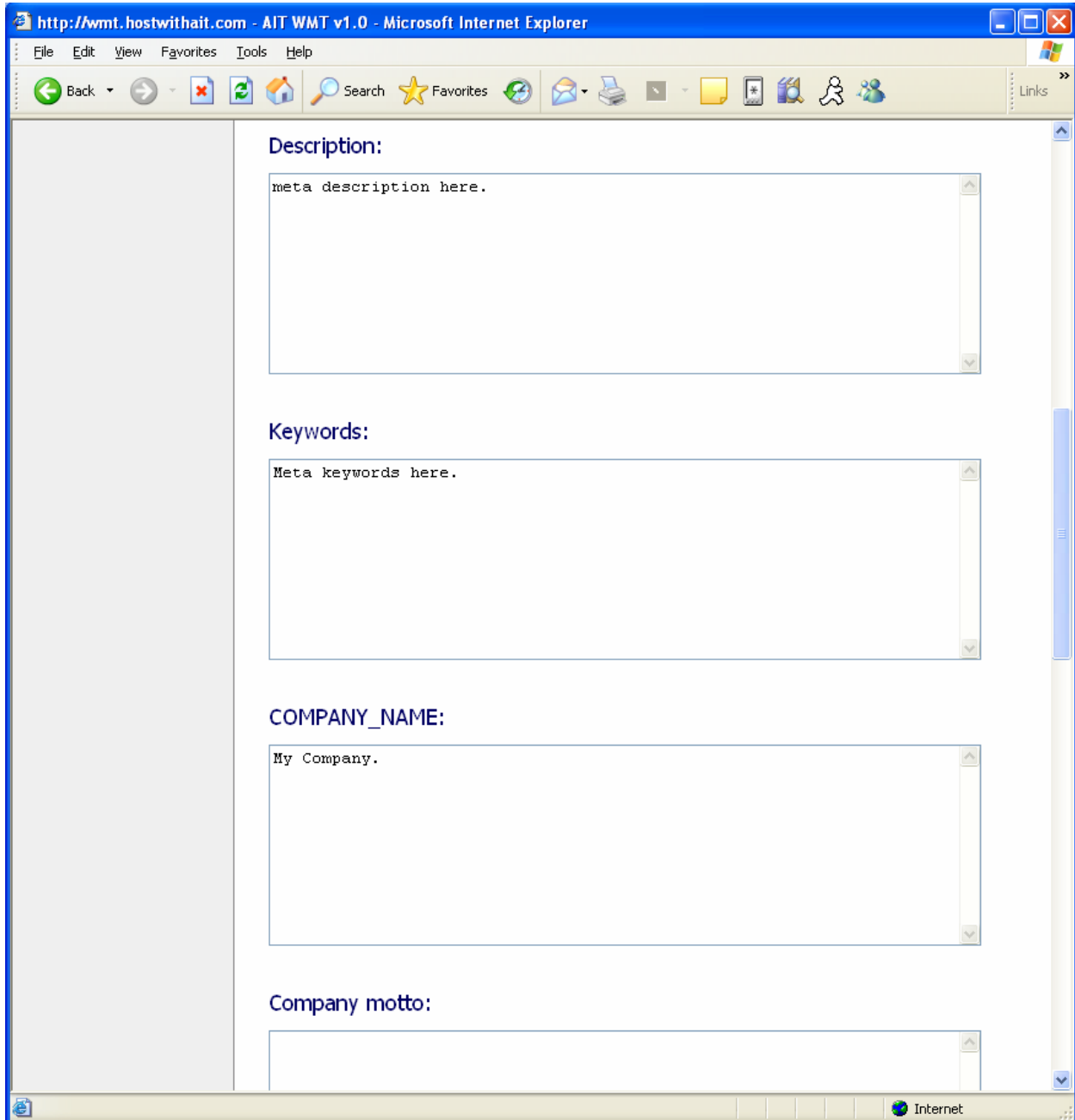


Figure 14-2

Delete This Page

This option removes the page from the WMT. This will remove all configurable areas for this page, content and configurations for the page. Prior to deleting this page, the user will be prompted (Figure 15-1 below) to confirm the deletion of the page.

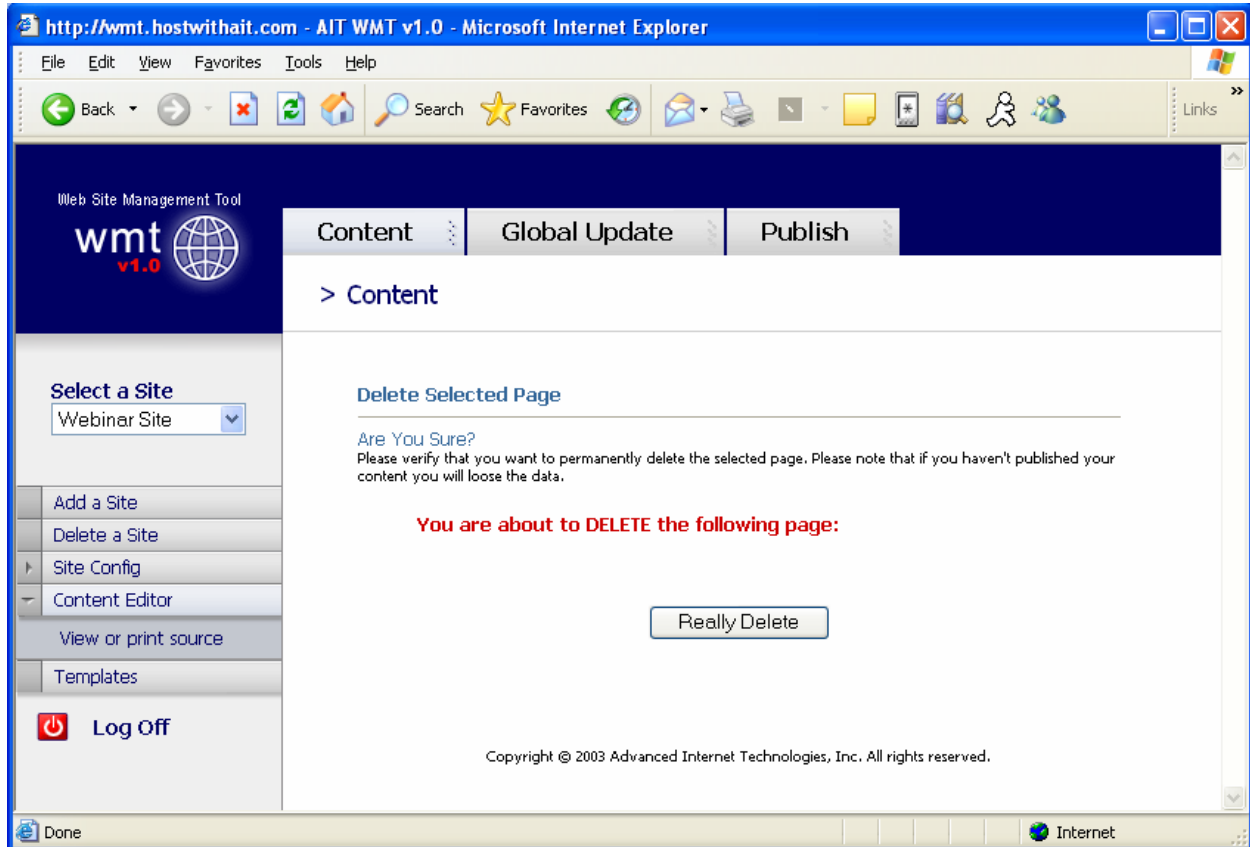


Figure 15-1

Publish This Page

This option publishes the page selected. Unlike the Publish This Site option, this option just publishes the currently selected page.

Copy This Page

This feature takes a copy of the current page and moves it to a new page name. This option is best used for creating backups of files or updating content without editing the content of an existing (live) page. When done, the old page with the outdated content can be deleted, and the new page can be renamed to take the place of the old page.

Figure 17-1 below shows the WMT asking the user for a new name of the copied page. The WMT will suggest a name in case one is not input by the user.

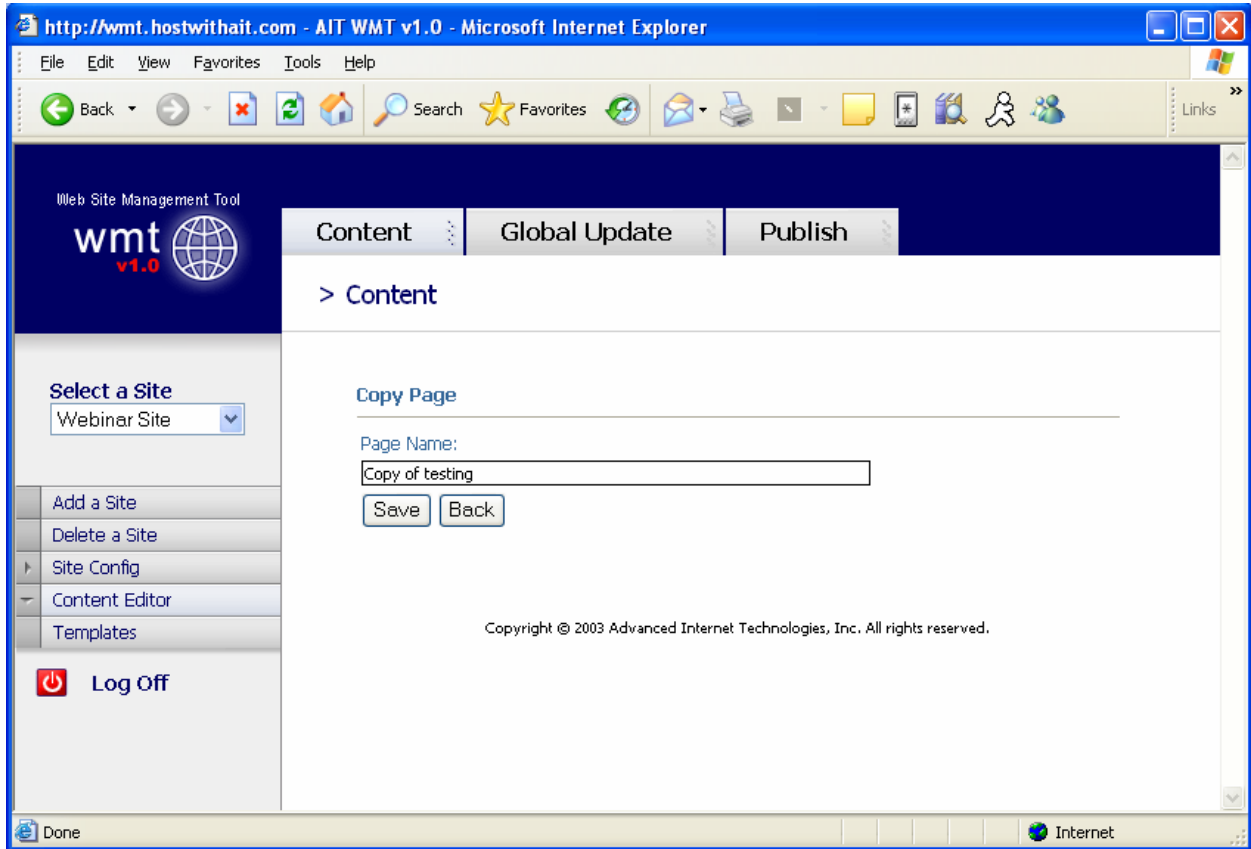


Figure 17-1

View or Print Source

This feature allows users to look at the HTML content of a specific page. Figure 18-1 below shows an example of viewing the HTML source of a test page. This source code can be pasted into any other editor locally and edited for content, or it can be printed for other uses.

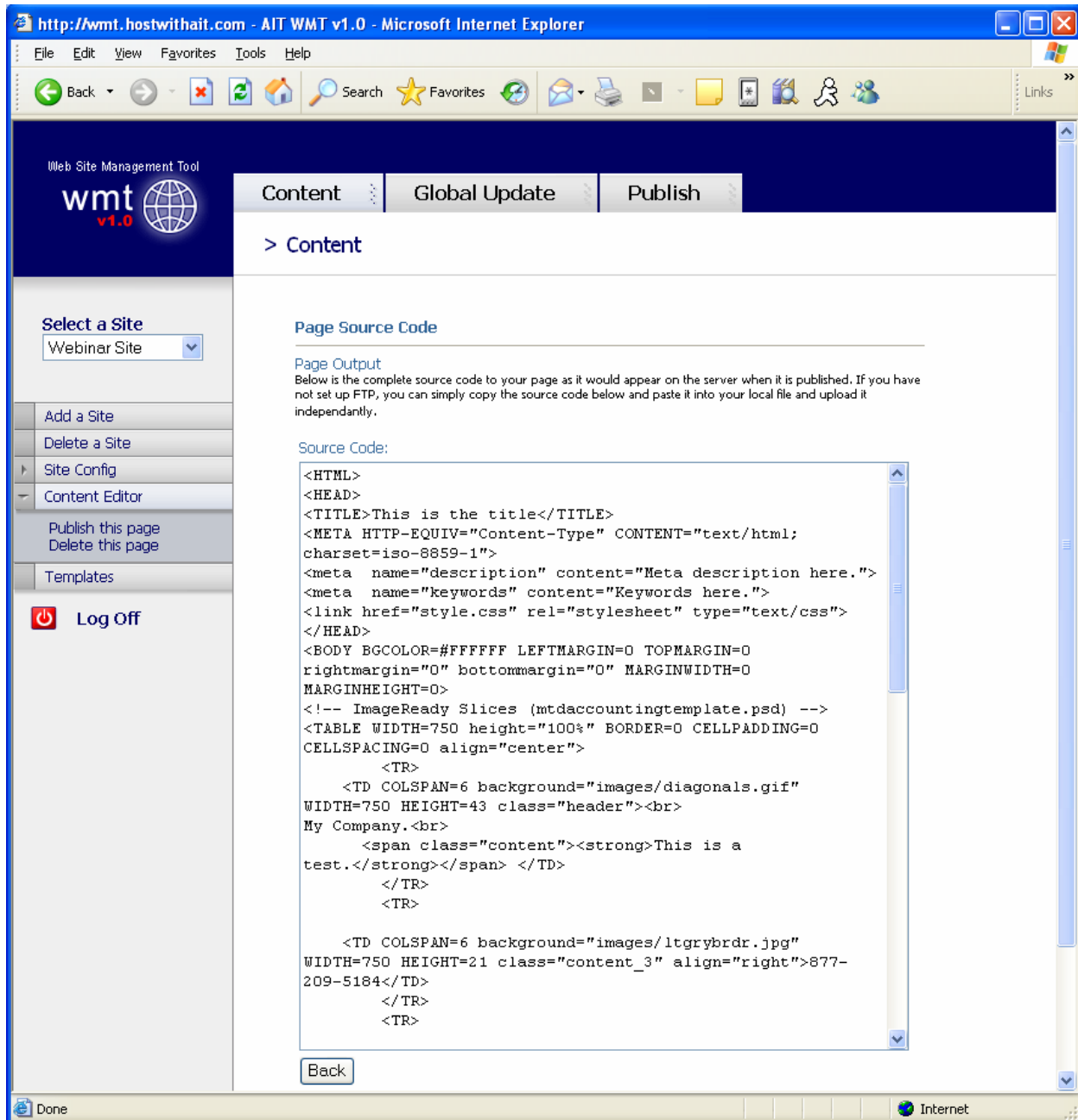
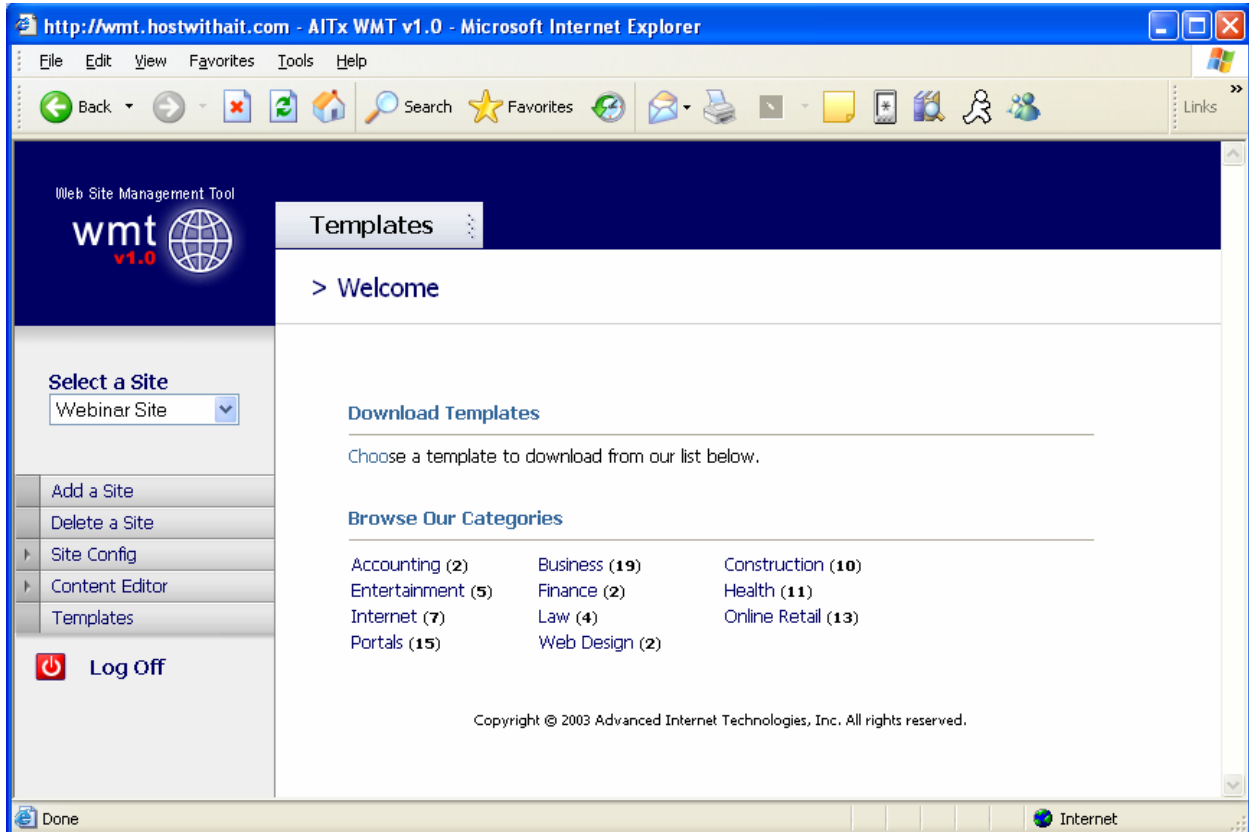


Figure 18-1

Templates

This templates option will allow users to download and use existing templates that are already in the WMT. These templates come with the purchase of the WMT and AIT updates these templates and adds new ones weekly.

**Figure 19-1**

Using existing templates

Downloading template files from the WMT can be done by going to the Download Template screen (Figure 19-1 above), selecting a category of interest (Figure 19-2), and then selecting the template you wish to download (Figure 19-3).

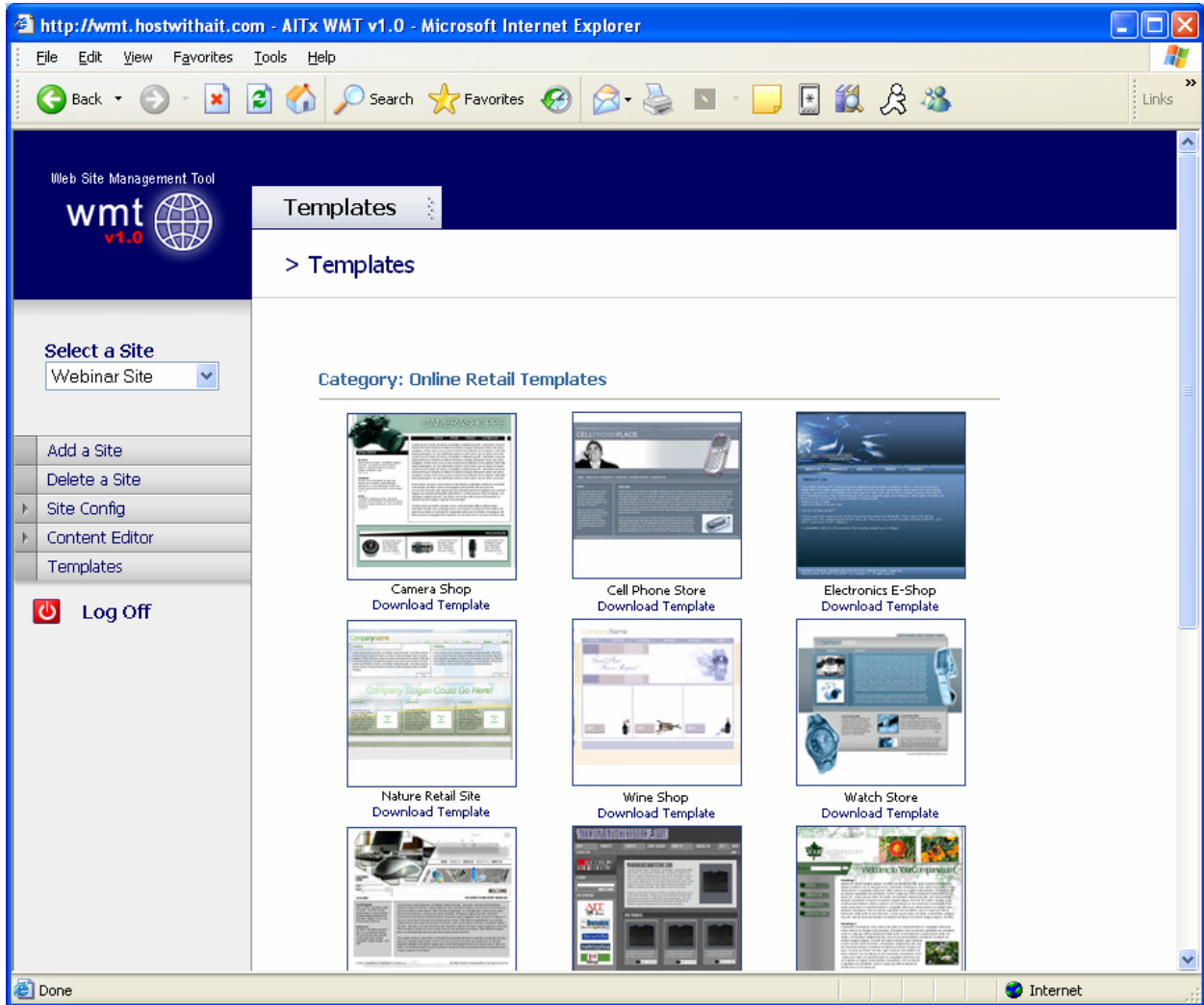


Figure 19-2

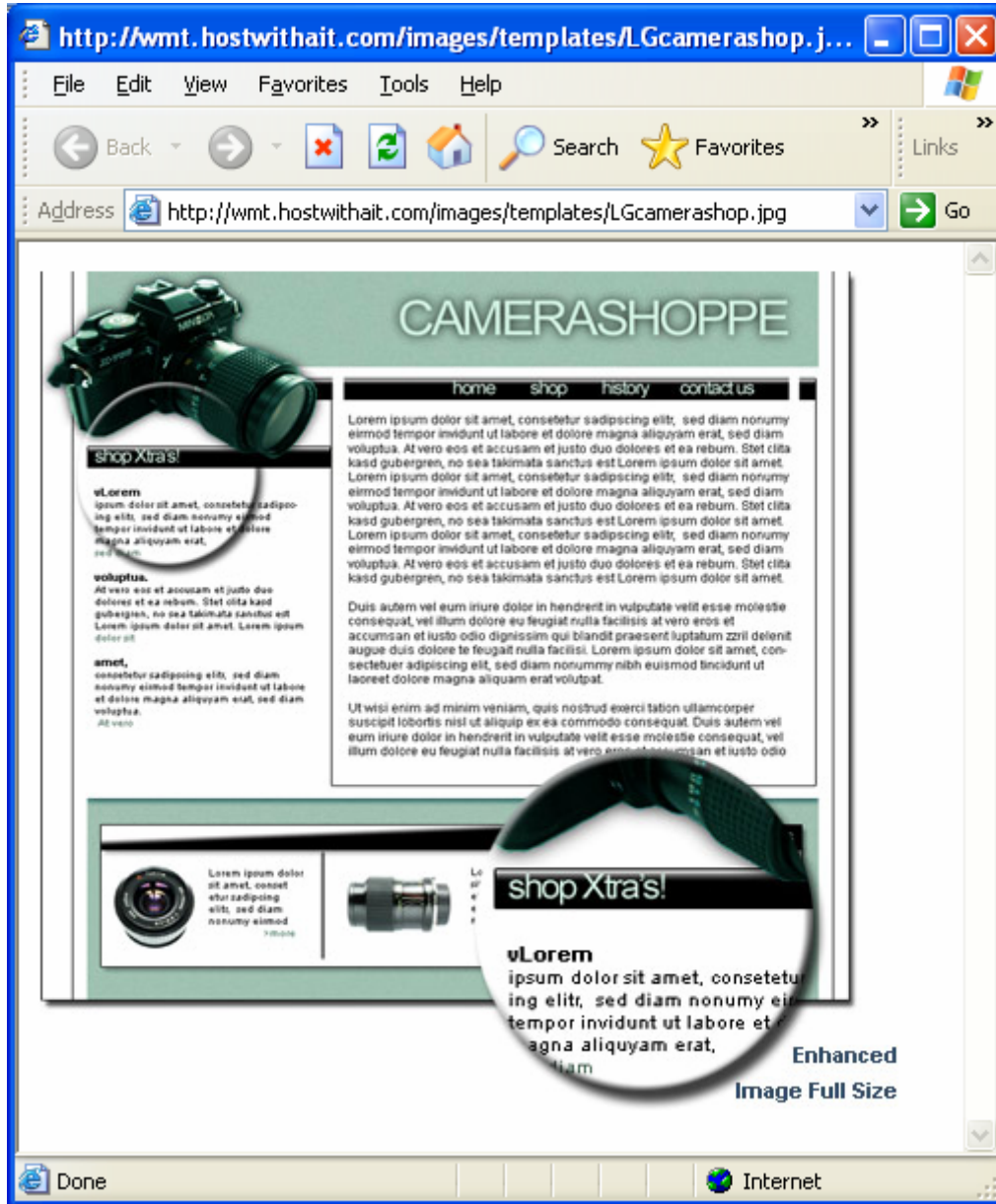


Figure 19-3

Once you have selected the template you wish to download, you will see something like Figure 19-4. Save the .zip file to your local PC, selecting a location where you want the file stored (Figure 19-5).

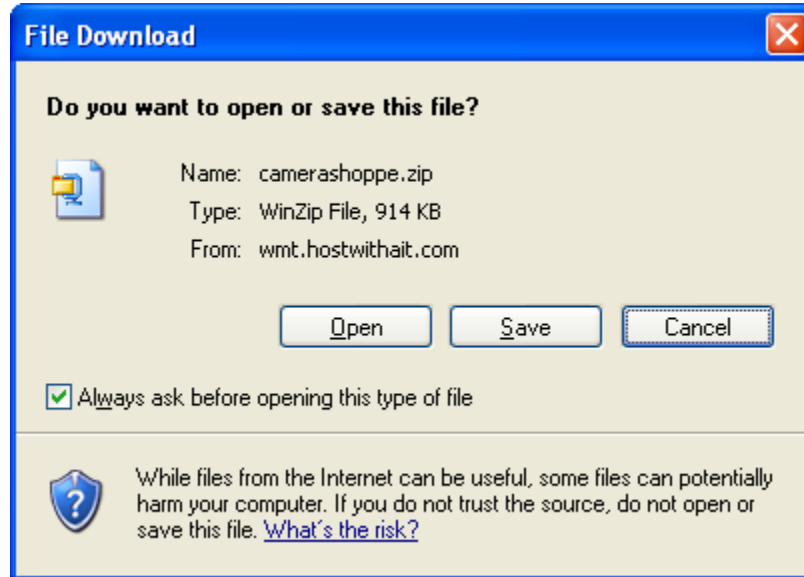


Figure 19-4

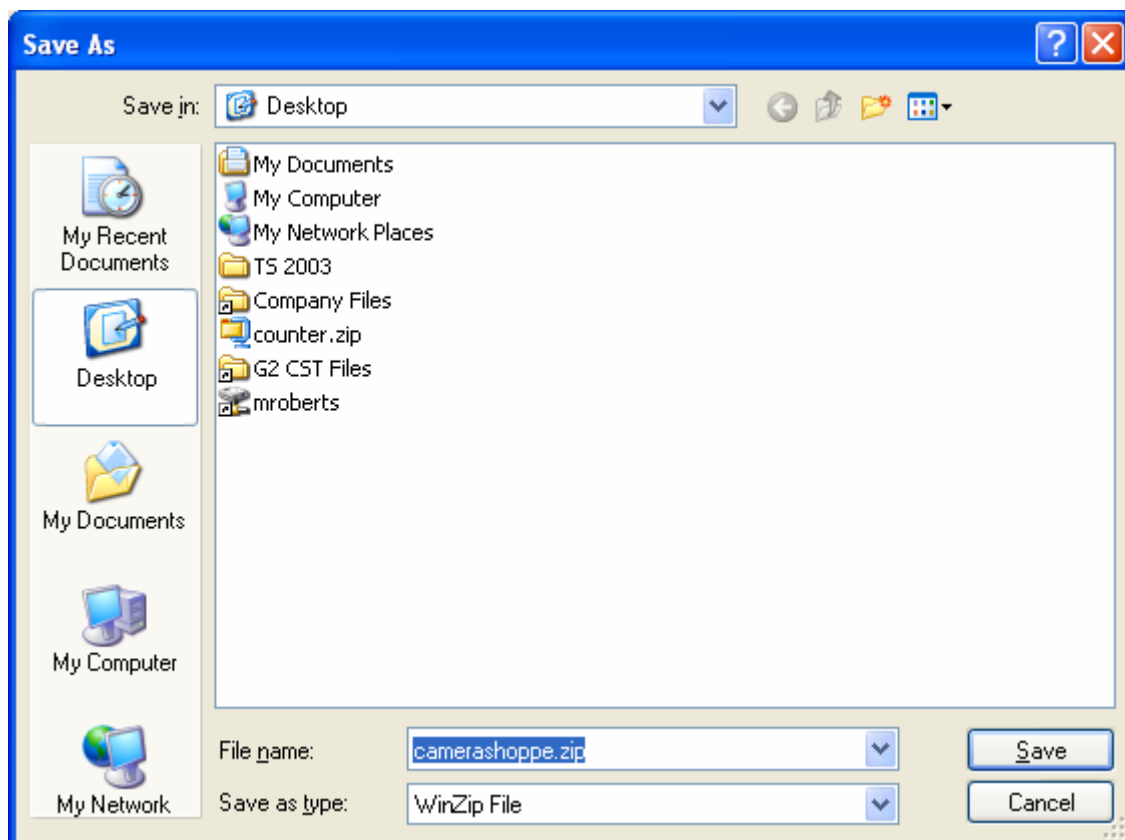


Figure 19-5

Once the file has been saved, you can unzip the file. All .zip files will contain the following:

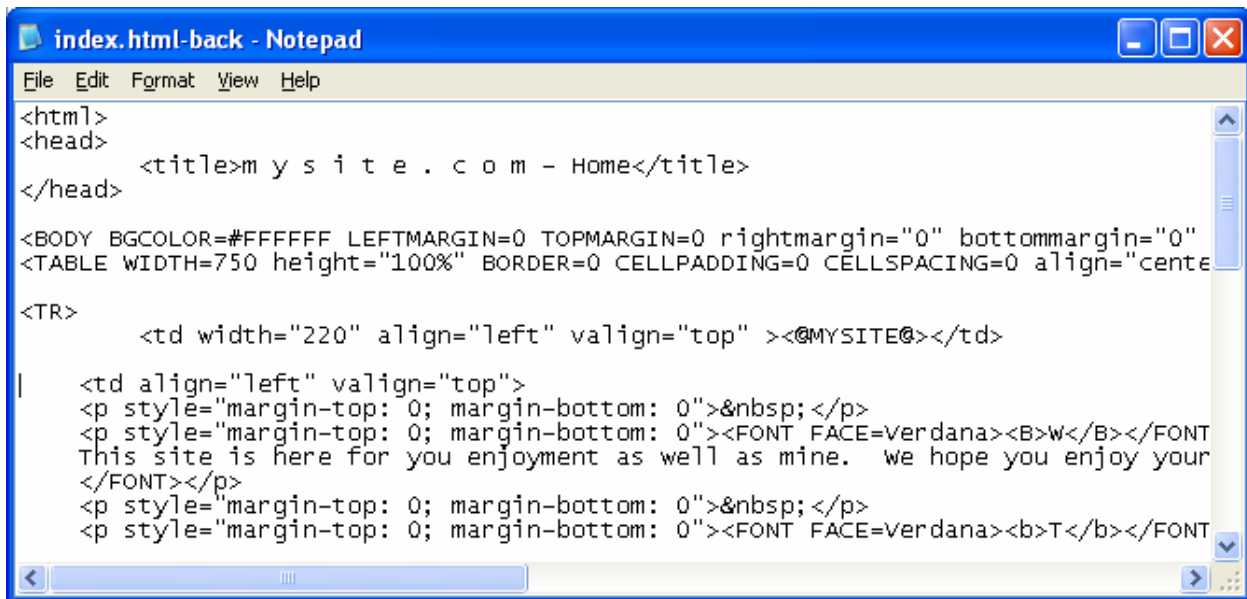
- **WMT directory**, which contains...
 - **images** – A directory full of images for the template.
 - **index.htm** – An example HTML page of the template.

- **index.wmt** – A WMT template file that can be pasted directly into the [Templates](#) area of the WMT.
- **style.css** – Cascading Style Sheet for the template.
- **.PSD file** - Good for editing the template in Adobe Photoshop.
- **readme.txt** file – Information about templates and how they can be put into your WMT account.

Creating your own templates

If you are a web designer, and you wish to create your own website templates,

Figure 20-1 below shows simple HTML code that could have been hand written, or it could have been generated by an HTML editor.

A screenshot of a Notepad window titled "index.html-back - Notepad". The window contains the following HTML code:

```
<html>
<head>
  <title>m y s i t e . c o m - Home</title>
</head>

<BODY BGCOLOR=#FFFFFF LEFTMARGIN=0 TOPMARGIN=0 rightmargin="0" bottommargin="0"
<TABLE WIDTH=750 height="100%" BORDER=0 CELLPADDING=0 CELLSPACING=0 align="cente
<TR>
  <td width="220" align="left" valign="top" ><@MYSITE@></td>

  <td align="left" valign="top">
    <p style="margin-top: 0; margin-bottom: 0">&nbsp;</p>
    <p style="margin-top: 0; margin-bottom: 0"><FONT FACE=Verdana><B>W</B></FONT>
    This site is here for you enjoyment as well as mine.  we hope you enjoy your
    </FONT></p>
    <p style="margin-top: 0; margin-bottom: 0">&nbsp;</p>
    <p style="margin-top: 0; margin-bottom: 0"><FONT FACE=Verdana><b>T</b></FONT>
```

Figure 20-1

Once the template file has been created, and HTML has been exported out of it, a .wmt file can be created. The .wmt file is nothing more than a simple HTML file, with [fields](#) positioned inside the HTML at specific locations. These will become the configurable areas of the pages that can be created through the WMT.

Once you have created a template, upload the images to the web server in the proper location, then paste the [template you created into the WMT](#).