

# **Pro Site Management**

Enterprise Edition Content Management System Portal

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## **About Pro eBusiness™**

Pro eBusiness™ has kept on expanding since its foundation offering new approaches and better ideas for their clients Web initiatives. As an end-to-end Business Solution Provider, Pro eBusiness™ strives to help businesses to move forward by linking their client's business processes with information technology to streamline operations.

Pro eBusiness™ has successfully designed Web sites, Creative Marketing, and Interactive Advertising for clients located in the United States and Canada. Their clients have included publicly traded companies, universities and colleges, legal and professional firms, and multi-faceted health care facilities.

Professional services, honest communication, and prompt responsive support have formed the foundation upon which we have earned a reputation as a trusted Web technology and E-commerce consulting firm.

## Pro Site Management (v1.01)

Pro Site Management is Pro eBusiness™ complete portal, intranet, and online commerce (e-commerce) Website solution for companies who wishes to customized their site content and interactive components and easily maintained their site without any technical skills.

This Enterprise Edition Content Management System Portal include over thirty (30) modules enabling Website owners and key management personals to:

- Change the homepage layout as needed
- Manage the site structure
- Edit content using the WYSIWYG editor (powerful word processor-like editor allowing you to edit your Web page(s) on the fly!)
- Publish news or articles -- or any type of content
- Announce items or features on the home page
- Create and maintain catalogs and photo galleries
- Create a downloads area or file library
- Create a product catalog and sell on-line
- Manage, sell and track advertising
- Register and manage users
- Create a subscription based site (member only content)
- Change the homepage layout as needed
- Add events to calendar / schedule
- Assign access rights to users
- Compose and send newsletters
- More.

### Custom Scripting / Programming Add-ons

Pro eBusiness™ can virtually create and connect any extra add-ons to the Pro Site Management. Pro eBusiness™ help solve business complexity, develop custom application, securely integrate the application with Pro Site Management. We are experienced in providing custom Web application on Microsoft Server IIS platform using Active Server Page ASP, VB Script, and Access and SQL database as well as Linux / Apache Web Server using php and mySQL database.

### HIPAA and Section 508 Compliant

Pro eBusiness™ can customize Web Application / Database-Driven Application to help solve business complexity while adhering to HIPAA and Section 508 Compliance level.

## **Top 10 Reasons to use Pro Site Management**

### **1. Update Web Content Anytime, Anywhere**

Many sites go without basic content updates because there are too many technical obstacles along the way. You may find your content is ready for the site, but the site is not ready for your content. For businesses that have a remote or distributed staff, the site is not updated because the Web authoring software (Frontpage, Dreamweaver, FTP, etc...) is not convenient or accessible. Simple updates to static sites are often time consuming and tedious, so the site goes without updates. Pro Site Management will simplify the time and procedure required to post a content update.

### **2. Content Updates Do Not Require Technical Knowledge**

First and foremost Pro Site Management is easy to use. Pro Site Management allows you, co-workers or non-technical personnel to make changes to the site without having to learn HTML. Rather than having to know HTML code, or duplicate existing pages, Pro Site Management will provide an intuitive means to add and edit content. Even if you have your own Web-savvy staff, their time could be used more productively by adding functionality rather than performing editorial changes.

### **3. Control Who Publishes Content and When**

Website content doesn't get updated effectively when there are administrative bottlenecks. Often, the person that understands A, doesn't know about B, but knowledge of A and B may be required to get content up-to-date on the site. Pro Site Management can eliminate the bottlenecks associated with delivery, formatting, and editing of site's content. Managed workflow, content scheduling, archiving, and centralized control over content delivery. Content authors, editors, and Web administrators can all "work" on the site instead of waiting for each other.

### **4. Manage Industry Specific Content**

Most Web site initiatives involve the management of data that is specific to industry or custom business logic. For example, consider a real estate company's Web site where the site's content is property listings. Immediately, we can visualize the use of the data specific to the real estate industry, such as: "Bedrooms", "Baths", "Lot Size", "Building Features". Pro Site Management provides a form of "content intelligence" that will adhere to taxonomy and accommodate this ad-hoc data.

### **5. Improved SEO**

Your site's static pages may be indexed by Yahoo! and Google, but you want to drive traffic based on specific keywords and phrases that are in line with your marketing objectives. The quality and format of your site's content is critical to optimizing your site's placement in the search engines. By optimizing each page and it's content, search engines can more accurately read and index your site.

## **6. Archive the Content of your Website**

Archiving the content of your site in a database makes it easier for future reference, site enhancements and re-designs. Unlike static sites (which are comprised of a collection of pages), dynamic CMS tools store all content in a database. Hence fresh content gets added, and older content can be easily archived and then re-accessed as needed. Archived content is not entirely removed from the site, thus eliminating broken links and missing pages.

## **7. Reduce Time and Costs**

With the help of a CMS, business users are empowered to create, publish, and manage their own Web content by means of an Internet browser or even Microsoft Word. This enables your employees to realize the full potential of your Web site by using them as business tools for communication with customers, partners, and co-workers.

## **8. Increase Customer or Partner Participation and Self-help**

Customers and partners can quickly find and access the information they need. Features like knowledge management (FAQ lists, customer support, CRM, and feedback systems) are often inclusive to the CMS features. Managed workflow, content scheduling, archiving, result in Web sites that are richer with more accurate, timely, and easy-to-find content.

## **9. Launch a Multi-functional Website in a relatively short period of time**

Another motivating factor for moving to a CMS, is that your site lacks required functionality. You may wish the site could easily be extended with features like security controls, discussion forums, keyword searching, or a feedback system. Since most CMS's are dynamically driven, features like knowledge management (FAQ lists, customer support, CRM, feedback systems, or article management) and user management (member login, registration and security) are often inclusive to the CMS features. Some content management systems even offer extended features for collaboration (forums, calendar) and e-commerce initiatives.

## **10. Publish and Re-distribute Content in Standardized Format**

CMS's create content in a consistent format that adheres to Web standards. Navigation and sitemaps are often automatically generated by the CMS. Most CMS tools also provide a means to distribute and syndicate your sites' content in formats beyond W3C and Section 508 compliant HTML. Content is "packaged" into accessible XML-based formats such as RSS and ATOM. This provides the ability to easily syndicate organizational content to and from other sources (ie; news feeds).

## Pro Site Management Modules included:

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### Projects / Task Manager

Manage projects and related tasks. Update status, prioritize, attach related files and assign responsibility.

#### Key Features

- list projects and tasks by category
- prioritize and change status (new, open, closed)
- set review date (alert or due date)
- assign project or task 'ownership'

Project management can be enabled to organize and post projects and tasks. Each project can use any of the standard content fields such as, Title, URL, Short Description, Status, Priority, Assigned User, Review (alert) Date etc.. Administrators may also opt to define custom fields for special task data or project information.



### Job Listings

Post, display or search active job openings by category. Post resumes.

#### Key Features

- create a job / careers section
- prioritize items
- WYSIWYG editing
- filter by popular / newest
- advanced keyword search

The **Job Listings** module is part of the content management system, and is perfect for **managing** and **posting job openings**. Administrators and other authorized users simply log in through a secure area on the site, and specify a category, title and description of the position. Other information fields can also be added as required.



### Web-based Administration

Manage users, content and other features from a secure browser-based Administration Control Panel (ACP).

#### Key Benefits

- secure login, 100% Web-based
- manage all aspects -- content, layout, design, users

- easy to use

With Pro Site Management, all site content, layout and styles is managed via a browser-based Administration Control Panel (ACP). Use the ACP to manage:

- **Structure & navigation**
- **Site-wide settings**
- **Styles & design**
- **Homepage layouts**
- **Content**
- **Users**
- **Other features** (forums, surveys, etc..)



### **Design & Layout Management**

Manage the customizable design, navigation and HTML site templates directly from the ACP.

#### **Key Benefits**

- 100% customizable
- Choose a pre-defined layout, *or*
- Directly edit the design wrapper
- Integrate your own HTML, etc..

Design flexibility is a key benefit of latek applications. The design portions are changed via standard HTML includes that are used to create a "wrapper" (site template) around the dynamic content areas. Administrators can dynamically arrange and rearrange informational elements on a page. This means virtually any look-and-feel can be integrated with the portal's functional layer. Any Flash, DHTML, and client side scripting can be added to the portal's header and footer template.

The site's **menu structure** is automatically generated by the categories defined using the ACP. The hierarchy of categories can be customized to logically match content and function. Menus can be positioned horizontally or vertically on the top, bottom or left side of the page.

To manage styles, include files and .css style sheets (A.K.A. 'skins') separate the portal's design layer. Learn more about managing styles.

#### **Homepage Layouts**

Instantly change the look, content or orientation of home page elements by selecting one of the several different layouts.

The home page (default.asp) is the entry way to the site and the first page that most visitors will encounter. Home page content is frequently updated and the desired layout will vary depending on site requirements. For this reason, more than 16 layouts are included to easily modify the layout and content of the site's homepage.

If site requirements extend beyond the included layouts, The Web-based ACP (Administration Control Panel) also provides a means to **directly edit the source code** of the home page ('default.asp'). Click the 'View / Edit Source Code' link to edit the source code. Any of the include pages can be referenced in the source code to enhance the functionality and content. Pro Site Management currently provides more than 25 include pages. These "include pages" are independent panels that extend the content and functionality of the home page.

- Featured content (general section)
- Featured content title list
- Featured content title list - 2 columns
- New content title list - 2 columns
- New content title list - horizontal row
- New content (10 latest items blog style)
- New content (5 latest items blog style)
- Top rated content list (titles)
- Popular content list (titles)
- User favorites list
- Recent forums postings
- Featured survey
- Top affiliates list
- Who's online
- Upcoming events
- Mini calendar (month view)
- User inbox stats
- Newsletter subscription form



### **Style Management**

Manage or directly edit the default style sheet. Select from pre-defined design themes or create your own custom styles.

To ensure the visual consistency of your brand, industry standard style sheets (.css) are used to manage design elements throughout the site. Several design layouts are provided so that you can use the existing layouts or create your own by following the guidelines outlined in the Design & Style Guide.



### **List / Detail View Templates**

The display of content (fields and layout) within each section can be customized using standard HTML.

Each section (based Content Type) within of a Pro Site Management site can use it's own HTML defined list and detail template. Tokens (representing data fields) can be "plugged in" by simply surrounding the appropriate field name in the bracket/pipe delimiters.



### **Role-based / Group Security**

Enable grouping of users, and setting permissions based on the group(s) or roles that the user belongs to.

The role-based security feature provides a login and authentication mechanism so that content can only be accessed by appropriate users. User groups (roles) can be managed using the ACP. Users can belong to one or more groups. When the application settings 'Enable group security' option is enabled, group security is enforced. Permissions can be set (granted) on a per **content**, **category** or **section** (Content Type) basis. Individual users, or entire groups can be assigned permissions. The permissions that are available (view,add,edit,approve and delete) depend on the granularity (or "level") of the item. When no permissions are set for a given content, category or section -- the default security settings (based on user access level) are enforced.

This enables the CMS to enforce:

- Roles modeled after organizational duties and structure
- Content is added and updated according to group and role



### **Surveys / Polls**

Create user polls with various question and answer formats such as multiple choice, multiple answer, short text, or long text.

#### **Key Features**

- Multi-choice, multi-answer or text responses
- Quick polls (panel on homepage or content)
- Percent-rated results display
- IP tracking to prevent duplicate responses

Using the Survey module, administrators can create user polls and surveys

with various questions and answer formats. Surveys can have 1 or more questions. Each question can be multiple choice, multiple answer, short text, or long (essay) text. To set a 'featured' survey, click the 'Edit' link of the survey to be featured, mark the featured '?' checkbox, and click the 'Save' button. Once logged in, users can select a survey, and complete the questions. User and IP tracking prevents re-submissions of the same survey. Administrators can view the results of any given survey. The results display the percentage of each answer (response).



### **Content Management - CMS**

A simple, yet powerful content management includes WYSIWYG editing, approval settings, custom fields and more.

### **Key Features - Content Management**

- \* Enable categories and content 'sections'
- \* Standard and custom content fields
- \* Authoring and WYSIWYG editing
- \* Workflow, approval and notification
- \* Control access to content / permissions
- \* Powerful enhanced features
  - o prioritize content
  - o user content ratings / review
  - o 'add to favorites'
  - o multiple item management
  - o 'featured' content
  - o sorting and keyword searching
  - o page and row size of content lists

The integrated CMS enables the creation, administration and publishing of Web site information. Here are key considerations for how content management is facilitated:

1. accomodates "information" that can take many forms - text, images, hyperlinks, etc..
2. enables individuals (users) that are often non-technical personnel to manage site content.
3. facilitates content management as a collaborative effort that may involve various roles.

### **Enable & Manage...**

- \* links / listings
- \* articles / news
- \* downloads
- \* image galleries

- \* knowledgebase
- \* testimonials
- \* staff / contacts
- \* classifieds ads
- \* real estate
- \* any type of content



### **E-commerce**

The e-commerce facility enables catalog management, shopping cart, on-line transactions via PayPal and Authorize.net.

#### **Key Features**

- create an on-line catalog of goods, services and more
- shopping cart
- integration with PayPal or Authorize.net
- calculation of shipping and/or taxes
- order management and status tracking

The e-commerce module enables the on-line sale of goods, services or subscriptions. The product catalog can be organized in a hierarchical fashion to represent the categories of sellable items. A standard shopping cart system is used so that logged in users can add items to their cart and proceed to checkout when shopping is completed.

Shipping and tax calculations can be defined by administrators via the ACP. Tax rates can be defined on a per state or per postal code basis. Shipping cost can be defined per sku (item) or per order, and calculated based on weight or quantity.

Standard on-line payment gateways (Authorize.net, PayPal) are easily enabled by administrators to automatically handle the checkout and confirmation process. Captured orders are accessible to administrators from the ACP, and marked with a status field so that incomplete, new, processed and archived orders can be identified.



### **User Management**

Features that are used to manage members, authors, administrators, login, access and new users.

#### **Key Features**

- registration and login
- multiple user levels (5)
- control access on a per page or per content item basis

A key component of any dynamic Web site is **user management**. This provides the ability for users (member, author, administrator, editor, etc..) to identify themselves and login securely to access and use site features accordingly.

### **What is a 'User'?**

Users are any visitors that have registered a user account on the site. Each user is identified by a unique username and email address. By default, new users are assigned an access level of 1 (member). Administrators can use the ACP to assign higher access levels (up to 5). The user's access level determines which site sections and content they can access.

### **Registration and Login**

Provides a password lookup facility that sends the user his or her login credentials (username and password) to the email address that was specified during the registration process.

### **User Administration**

The ACP enables administrators to add, edit and delete user data. Administrators can also set user access levels and change other user fields.



### **Ad Management**

Use this ad serving module to display and track advertising on the site.

#### **Key Features**

- place ads in pre-defined advertising areas
- multiple banners per page
- include images, HTML, text or other code
- set banner weight (frequency), start/stop date or max impressions
- users can track their ad stats

The Ad Management features enable administrators to sell, track and display ad banners and text messages throughout the site. Ad's can be of any size, can be weighted so that some display more than others, and there can be multiple ads on one page. By default, ads are only displayed on the home and content pages, but simple code modifications allow the ads to appear throughout the site.

When ads are defined using the Web-based ACP, a user account is associated with each ad. This enables administrators to identify which users have purchase ads. Additionally, users can login and view their own advertising performance and statistics.



## **Calendar / Schedule**

Web-based calendar module includes basic event registration, recurring events, private events and month/week and daily views.

### **Key Features**

- personal calendar for anytime/anywhere use
- recurring daily, monthly, bi-weekly or annual events
- events can be grouped by 'type'
- public, private or 'busy' event status
- event registration / sign-up

### **Monthly, weekly and daily views**

The Calendar provides various views to access the event information that is stored in the 'Events' and 'EventOccurs' database tables. Users can select (click) any given date for a detailed daily view. Users can also navigate to then 'previous' and 'next' time periods (month, day), and filter the events by type.

### **Add and update events**

Ad-hoc event data (Event name, location, description and date/time occurrence) can be added by clicking the 'Add Event' link in the Calendar's daily view. The Calendar supports event recurrence by allowing the user to define the length and interval of any given event. Any given event can be set as:

1. 'Private' - event will only display on the calendar of the event owner
2. 'Public' - event will display on the calendar to all users (that are not logged in).
3. 'Busy' - event details will not display, but 'username busy' displays.

### **Event Registration**

The Event Registration is a basic facility that allow users to 'sign-up' for a particular event. To make events 'registerable' the 'Enable user registration' checkbox must be checked when the event is added or updated. Once registration is enabled, users can click the 'Register..' button on the Event Detail view (calendar.asp). Once a user has registered for an Event, the registered user list is accessible to administrators from the Web-based Administration Control Panel (ACP).



## **Discussion Forums**

Foster communication as users post and share knowledge. The forums are organized in a standard topic / reply fashion.

### **Key Features**

- Moderated forums
- Email notification
- User signature display
- Topic & reply counts
- Newest postings list

Users can view the forums, read and post topics, and reply to topics. Users can also later edit their own topics and replies. The JavaScript enabled message editing supports basic HTML formatting so that users can create links and formatting within their posts.



## **Messaging and Chat**

Enable users to send internal messages, send internal pages to other users and participate in live chats.

### **User Messaging**

When enabled, users can post messages to other users (members) by clicking a 'compose' link in their personal user inbox. Users can also view messages sent from other users. Once read by the recipient(s), the messages are marked read and can be deleted by either the sender or the recipient. Only the username is required to send messages to that the email and other user data is not visible to other users.

### **Chat / Conference**

This facility provides a means for users to chat in real-time with other users that have entered the Chat Room. The chat is accessible by clicking the 'Chat' link in the Application menu.

A user must be logged in to enter the Chat Room. Once in the Chat Room, the user can see the list of current messages and other users that are in the Chat Room. There is also a 'preferences' link for the user to change the Chat Room refresh rate or location of the post bar.

The post bar is a simple text input for the user to type a message. A user types the message and then clicks the post button. When the chat is subsequently refreshed (this occurs automatically at a default setting of 2 seconds) the newest messages will appear along with the name of the user that posted the message. All current messages can be cleared by clicking

the 'clear' link.



## Newsletter Management

Manage email notification messages or compose and send e-newsletters.

### Key Features

- HTML newsletter authoring
- create and save newsletters, send when needed
- define custom recipient list(s)
- merge values from the application database

The included Newsletter facility provides a means to **manage email notifications** triggered by various site features (ie; new user registration, password lookup) and give administrators the ability to **compose** and **send e-newsletters**. Administrators can compose, edit, and send newsletters to a subscribed user list. The newsletter composition form uses the same WYSIWYG editor as is used for editing site content.

Several Newsletters are pre-defined for use with the site's email notification features:

1. New user registration
2. Password lookup
3. New forums posts/replies
4. Order Confirmation
5. New content additions

### Sending Newsletters and Defining Recipients

In the 'Define Recipients' section there are different several options. A list of email addresses (each address separated by a comma) can be specified in the '**List of email addresses**' field. When the Newsletter is sent to the email specified address(es), any email address that do not yet exist in the User List will be added.

In the '**Select users query**' and '**Select CC users query**' fields SQL Select queries can be defined to select specific Users from the application database. The pre-defined Newsletters included with Pro Site Management are good examples to follow when using these fields. Knowledge of SQL Select statements is necessary to make use of this advanced feature. While other fields can be included in the Select queries, the 'email' and 'user\_name' database fields are required. Administrator can also use **Special Variables & Parameters** within the **message subject** or body, to merge values from the application database such as the User's first name or an order total.



### **RSS & Syndication**

Display external feeds, or publish content to RSS.

Display **RSS feeds from other sources** (news, blogs, etc.), or publish your own site content in RSS format. These external RSS feeds can be organized by category and displayed as site content. Pro Site Management also enables **RSS publishing** so that your site content can be syndicated and distributed to other sites.



### **Contacts / People Directory**

Manage staff, alumni, employee, client or other 'people' listings. Categorize and displayed detailed information.

#### **Key Features**

- create a listing of individual profiles
- hierarchical categories / topics
- add custom attributes as needed

Build a directory of contact profiles to look up, store, and edit people data. Since the Pro Site Management CMS can be used to manage any type of hierarchical data, it is a perfect-fit as a contacts list. Each profile can use any of the standard content fields such as, Title, URL, Short Description, Thumbnail Image, etc.. Administrators may also opt to define custom fields to accomodate specific information.



### **File Management / Uploading**

Use the ACP to manage, upload or delete content related files on the Web server.

A basic **file management facility** for administrators to view, delete and upload files on the Web server. The file manager can be accessed by authorized users (administrators) using the Web-based Administration Control Panel (ACP). File and folder permissions must be set via the Web server and it's administration tools.

Browser-based uploading (no component required) is also accessible to authorized users for submission of images and content related files.



### **Global Settings Management**

Administrators can manage various site-wide options and labels, change the date/time settings or toggle modules.

#### **Key Features**

- date time settings
- email component
- site label and title
- site root path and secure (SSL) root path
- other labels and language used throughout the site

Sitewide settings such as date/time formats, site title and URL paths can be set in the Options menu of the ACP.



### **Affiliates Management**

This module lets site administrators track clicks from referring partner sites.

The Affiliate Management facility provides a way to track affiliate 'partners' that agree to link to the site. Each time a hit is received from an affiliates' site, the associated click through (hit) is recorded in the site database. As a performance incentive, the top referring sites can be displayed on the Home page using the Homepage Layouts.

Affiliates are added and approved by administrators using the ACP. Once an affiliate has joined and been approved, they can link to the 'refer.asp' page with their 'aff\_id' in the URL so that the click-throughs are tracked.



### **Auction / Bidding Management**

This Auction module provides a basic foundation for an on-line bidding or marketplace system.

The Pro Site Management Auction facility provides a basic foundation for a bidding / marketplace system. Once the Auctions module is enabled, administrators can define a hierarchy of Auction categories. The Auction categories may represent hard goods or project/service categories. Users can then add items to the Auction by defining the following information:

- Category: (select list based on the 'Use for Auctions' Category Group)
- Title: A brief label or name for the item or service
- Start Date: The date the auction will go live and start bid acceptance
- End Date: The date the auction will end and bidding closes
- Delivery (Due) Date: This is optional for project/service target dates
- Description: A full detail of item(s), requirements, etc..
- Amount: This optional field is the estimated starting amount for bids

Other users can then place bids on the items (while open) by submitting a amount and descriptive comment.

Pro Site Management does not provide more advanced on-line auction features such as proxy bidding, limits, added submission and support tools,

as well as notification of winning sellers and bidders.



### **Link Management**

Use this module to build and manage a directory of external or internal Web site links.

#### **Key Features**

- create a Yahoo! style link directory
- user 'add to favorites'
- link ratings (1 to 10 scale)
- administrators can invite Webmasters to update their link(s)
- prioritize links
- filter by popular / newest / top rated

**Links / directory** management is easily enabled. Once the 'links' content type is enabled, users can submit links (pending approval by an administrator) for inclusion in a link directory that is organized in a hierarchical fashion. Links can use any of the standard content fields such as, Title, URL, Short Description, Thumbnail Image, etc.. Administrators may also opt to define custom fields for the links directory.



### **Classified Ads**

Create an on-line classified advertising service. Enable users to post ads.

#### **Key Features**

- create a classified ads service
- categorize and prioritize ads
- customize classified fields (title, contact name, etc..)
- users can upload photos

Users can submit ads (pending approval by an administrator) for inclusion in a classified directory that is organized in a hierarchical fashion. Ads can use any of the standard content fields such as, Title, URL, Short Description, Thumbnail Image, etc.. Administrators may also opt to define custom fields.



### **Article / News Management**

This module lets authors publish news, articles, press releases, announcements, etc.

#### **Key Features**

- create a article / news / e-zine site
- user 'add to favorites'

- user ratings & reviews
- administrators can make some users authors/editors
- prioritize content items
- WYSIWYG editing (Frontpage like CMS editor)
- filter by popular / newest / top rated

The **Article / News** module is part of the content management system, and is perfect for **updating** and **editing news releases**, company news, or website announcements. Administrators and other authorized users simply log in through a secure area on the site, and specify a category, title and body of the article. Other information fields can also be added as required. The news article can be **instantly published to your website**, or define approval settings to manage workflow. Since the Content Management - CMS features an easy-to-use WYSIWYG editor, content authors won't have to know any HTML or FTP to update news articles.



### **Downloads Manager**

Build a file library or directory of downloadable files. Control which users can download what files.

#### **Key Features**

- create a downloads / file directory
- user 'add to favorites'
- ratings (1-to-10 scale)
- prioritize download items
- filter by popular / newest / top rated

For sites that sell soft goods (items that must be purchased before downloaded), administrators can associate e-commerce items (Pro Site Management only) with related download file(s). When the download item(s) do not require purchase, they can simply be created as a content items that reference a file path and/or download URL.



### **Image / Photo Gallery**

This module enables a directory of thumbnails and images.

#### **Key Features**

- create a categorized image/photo directory
- user 'add to favorites'
- user ratings (1 to 10 scale)
- define previous/next images to create series
- filter by popular / newest / top rated

Users can submit images (pending approval by an administrator) for

inclusion in the gallery that is organized in a hierarchical fashion. Each image item can use any of the standard content fields such as, Title, URL, Short Description, Thumbnail Image, etc.. Administrators may also opt to define custom fields for the image gallery.



### **Categories / Site mapping**

Define and organize topics according to your content. Sitemap is automatically generated by the structure.

#### **Key Features**

- auto generated sitemap
- auto generated menus
- override / customize with your own HTML

The site's **menu structure** and sitemap is automatically generated by the categories and content types defined using the ACP. The hierarchy of categories can be customized to logically match content and function. HTML saavy administrators can **implement custom menus** by directly editing the site header and footer.



### **Business Directory / Listings**

Build and manage a directory of business listings. Add custom fields, categories and prioritize listing(s) as needed.

#### **Key Features**

- Create a listing directory
- User 'add to favorites'
- User ratings (1 to 10 scale)
- Prioritize listings
- Filter by popular / newest / top rated
- Customize the layout and content (ie; Google Maps)

Each listing can use any of the standard content fields such as, Title, URL, Short Description, Thumbnail Image, etc.. Administrators may also opt to define custom fields for special attributes or information.



### **Custom Content Types**

The CMS is versatile. Manage and display virtually any type of information in a categorical format.

The versatile and highly configurable CMS can be used to manage any type of hierarchical data.

**Testimonials**  
**White papers**  
**Code snippets**  
**Tutorials**  
**Policies / Documents**  
**Product / Service descriptions**  
**More Content Types**

Administrators can define what informational fields are viewable, editable and searchable. This enables your organization's Website to easily define and reflect your terminology, methodology and business requirements.

Each Content Type has various display, delivery and functional settings that can be controlled by the administrator:

**Categorization** -- use all or a specific group of categories  
**Access levels** -- for content submission and approval  
**Add / Edit content** -- define editable fields (standard or custom)  
**List view** -- define content fields (standard or custom) for list views  
**Detail view** -- define fields (standard or custom) for detailed page views  
**Define paging and row wrapping**  
**Enable / Disable ratings**  
**Enable / Disable search and sort**  
**Enable / Disable new, popular and top-rated views**  
**Define custom layout templates**



### **Knowledge Base / FAQ**

Deploy a Web-based question / answer or problem / solution system.

#### **Key Features**

- Deploy a knowledge base or FAQ system
- Hierarchical categories / topics
- Prioritize / feature items
- WYSIWYG authoring
- Filter by popular / newest / top rated

Build a knowledge base where people can look up, store, and edit the critical knowledge they need to get their jobs done. Since the CMS can be used to manage any type of hierarchical data, it is a perfect-fit as a knowledge management system. Each knowledge item/article can use any of the standard content fields such as, Title, URL, Short Description, Thumbnail Image, etc.. Administrators may also opt to define custom fields to accommodate industry/context specific information.

## Web Server Requirements

- Microsoft IIS Web server.
- Database, either Microsoft Access or Microsoft SQL Server.
- Pro Site Management applications are 99.9% server-side script -- VBScript. The only exception is that a component must be installed on the server for SMTP email functionality. Support is provided for ASPMail, ASPSmartMail, CDONTS and wj3Mail email components that are installed on nearly all Windows-based Web hosts.