**Concrete 5 – Administration**

**http://yoursitename.ucdavis.edu/login**

This document is a work in progress

1. Login to Admistration section http://yorusitename.ucdavis.edu/login
2. User: Password:
3. Once logged in, you can enter the management section called Dashboard at any time by clicking on Dashboard button on top bar.
4. **Dashboard** Sections <http://www.concrete5.org/documentation/general-topics/dashboard/>
5. **Sitemap** – Displays all pages in system, they may not be displayed on the normal site sitemap. It includes System pages and pages that are hidden.
6. **File Manager** – Stores all files (documents, images) that are displayed on the site.

You can store files in sets, so they are easier to find. IE. All images in one gallery are stored in the same set.

1. **Reports** – Form Results (Not used on this site)
2. **Users & Groups** – Add users that are able to edit the site. http://yoursitename.ucdavis.edu/index.php/dashboard/users/search/
	1. Administrators – Can Manage the site and add new Users.
	2. Editors – Can only Create and Edit Pages.
3. Pages & Themes
4. Add Functionality
5. **System & Settings** – Optimization – Clear Cache. If you made changes to images or file downloads, but they don’t appear yet, you can clear the cache to have the site read the new file changes. All other functions can be left as is.
6. The navigation drop-downs in the Main Navigation tabs are created dynamically by the system.
7. Quick Video: <http://www.concrete5.org/documentation/how-tos/editors/in-context-editing/> Contains Side Menu with a lot of information regarding Concrete 5 CMS. This can be used as an index for using Concrete 5.
8. Add a Page
	1. (If in Dashboard) Click on **Return to Website** tab at left within top white bar.
	2. Decide where page will be located
		1. Using the menu system, go to the page where the new page where the new page will recide. Hover mouse on **Edit** In the top left corner and continue to click on **Add a Sub-Page** in the dropdown.
	3. Select **Full Width, Left Side Bar or**  **Right Sidebar** depending on design layout desired. **Full width** contains no side bar.
	4. Add Page Admin: Enter **Page Name,** alias will be created automatically. This will be the actual pageurl yoursitename.ucdavis.edu/alias
	5. Page properties (additional information): <http://www.concrete5.org/index.php?cID=33000>
	6. Click on **Add Page** button at bottom of page
	7. Click on **Add to Main** section (section turns grey when mouse over).
	8. Click on **Add Block**
	9. Select the block type that you will add. For all Pages, the page name entered will appear at the top of the body of each page.
9. **Content** is the basic all-purpose block that you will use **95%** of the time. You can add text, images, files, links, html. This is similar Word. **Note:** Pressing **Enter** creates a new Paragraph. **Shift**+**Enter** will send you to a newline.
	1. **Add Image, Add File:** Select file from uploaded files and click. Click on Choose to bring image/file into the page. You can edit the appearance of the image by clicking on the **Picture Tree** icon in the editor. You can click on **Appearance**, and modify the dimensions (width, height). Leave **constrain proportions** checked, so that the image aspect ratio remains the same. You can add a **Title** that will be displayed as the **alt** tag read by accessibility-readers. Limit the width of images to 640px.
	2. **Add File:** Select file
	3. **Insert Link to Page:** Select page from within sitemap displayed
	4. **Link to external page:** Select text/image that you would like to make a link. Click on **Chain Link** icon in editor. Enter url. Include http://
10. **Video Player**: Add video content to the page. A pop-up will appear to enter the size of video that you would like. You will need to upload the video the File Manager before you can select it. You can save video to **1. Video** set so that it will be easier to find within the file manager. Once uploaded, click on the video within the File manager and click **Choose** in order to have video entered into the page desired.
11. **Sortable Fancybox Gallery:** Enter **Display Columns** Desired. Max width image ideal is 600px. Max Image Height ideal is 500px. You can select a **File set** from within the **File Manager** or you can select individual images from the entire File Manager. The simplest thing to do is to **Upload Multiple** files within File Manager. Click **Sets** and give the files a set name or select one previously created. Choosing a **File set** will display all images within that set on the page.
	1. To finally page add. Click on **Exit Edit Mode** at the top white bar. You can then Click to **Discard my Edits**, **Preview my Edits**, **Publish my Edits**. Publishing will display edits on the live site.
12. Edit Pages. When logged in and viewing website pages, not Dashboard. Click on **Edit** in the top left and continue to click on **Edit** Page in the dropdown.
13. Deleting a Page: Go to the page you want to delete. Click on **Edit Page**. Click on **Move/Delete**. Click on **Delete Page** button at bottom right.
	1. Go to the page you want to delete. Click on **Edit Page**. Click on **Move/Delete**. Click on **Delete Page** button at bottom right. Click on **OK** if you are sure that you want to remove page.
	2. From **Dashboard**/**Sitemap**. Click on page entry you want to delete. Click on **Delete** option. Click **OK** if you are sure.
14. Hiding a page. You can prevent a page from being viewed in the navigation of the site or from being searched in the system by the general public. Click on **Edit Page**. Click on **Properties**. Click on Custom Attributes. Hiding a page does not prevent a user that knows the url from entering into browser and looking at page. Go to **11.** to make private.
	1. To keep the page from appearing in any navigation menu. Check the box for **Exclude from Nav**.
	2. To keep child pages from appearing in the Top Navigation. From **Custom Attributes** add **Hide Children from Superfish** and check the box.
	3. To page from being searched. From **Custom Attributes** add **Exclude from Search Index** and check the box.
15. To make the page **Private**. Click on **Edit Page**. Click on **Permissions**. Under “Who can view this page?” Select **Administrators** and uncheck **Guest**.
16. Versions (Page Edit Versions) : Revert back to a previous version of a page. <http://www.concrete5.org/documentation/general-topics/versions/>