



# Adding Applications

Help Sheet 3 – Issued 30/6/10

You will see that you already have a homepage built from information provided through the registration process.

## Applications available for use

To reach the applications select either '**Manage Website**' or '**Edit this page in CMS**' - '**Content Management**' - '**Applications**'. By enabling the applications as shown in this section you can add pages to your website using a pre-set format such as an events calendar, a notice board or a discussion forum. These pages are all optional.

If you would like to add additional pages and content for your website you can do this by either:

- Enabling and editing Applications, or
- Creating more customised pages

The application pages available are:

**Job Listings** Add job listings to your web site so that subscribers can then apply for vacancies

**Classified Ads** Add classified adverts that subscribers to your web site can then answer

**Feeds** Bring up to date information to your website using data feeds from other sites

**Events Calendar** Publicise your events by adding them to a calendar

**Discussions** Set up a discussion forum about relevant topics with subscribers to your web site

**Noticeboard** Add different types of notices and links to other websites

**Weblog** An online diary for you to communicate with users

**Surveys** Conduct surveys about relevant topics with users

**Our Files** Add other relevant files to your web site

**Photo Album** Add photos to your web site

**Useful Links** Add useful links to your web site

**Petitions** The Petition feature allows you to run online petitions about issues that affect your community. The signatures are gathered in a digital format and can be emailed or printed off – for more information see Helpsheet #19

**Polls**

**Form Builder**

**FAQs** Answer common questions that may arise when visitors use your Website

**To enable (or ‘turn on’) any of these pages:**

- Go to either **‘Manage Website’** or **‘Edit this page in CMS’ - ‘Content Management’ - ‘Applications’**
- A list of applications will appear. Click on the word **‘Enable’** beside the application/s you would like to have on your site
- The page should then appear on the left hand navigational menu
- By clicking on **‘Rename’** you can change the name of any of your pages

In the example below, the enabled pages have the extra options of **‘Permissions’**, **‘Rename’** plus **‘Manage this Application’** and now the permissions can be changed, any of the enabled pages re-named as well as create content on your application.

The screenshot shows the 'Site Admin' interface. At the top, there is a breadcrumb trail: 'Return to homepage: essexinfo.net Admin > Outside Essex Admin > Cllr. John Test: Anywhere Division, Any Council Admin'. Below this is a navigation bar with tabs for 'Site Settings', 'Content Management', 'Look & Feel', 'Users & Permissions', 'Reports', and 'Help'. Under 'Content Management', there are sub-tabs for 'Content', 'Assets Library', 'Applications', and 'Content Report'. The 'Applications' tab is active, showing a table of applications. To the left of the table is a 'Site Map' showing a tree structure of the website's content.

Application	Enabled	Actions
Classifieds	No	Enable
Discussions	No	Enable
Events	No	Enable
FAQ	No	Enable
Feeds	Yes	Disable Permissions Rename Manage this Application
Form Builder	Yes	Disable Permissions Rename Manage this Application
Job Listings	No	Enable
Noticeboard	No	Enable
Our Files	No	Enable
Petitions	Yes	Disable Permissions Rename Manage this Application
Photo Album	Yes	Disable Permissions Rename Manage this Application
Surveys	Yes	Disable Permissions Rename Manage this Application
Useful Links	Yes	Disable Permissions Rename Manage this Application
Weblog	Yes	Disable Permissions Rename Manage this Application

Editing and managing each of these pages is described in detail under the relevant helpsheet.

## Applications and Permissions

You can grant users or other administrators permissions to make changes to your services. By setting permissions for each page, you can choose which members of your audience are allowed to add and edit content on your site.

### To change the permissions on altering your website:

- Go to **'Edit this page in CMS'** and select **'Applications'**
- A list will appear. Click on the word **'Permissions'** (this will only be available for applications you have already enabled)
- Allow members, administrators or the general public degrees of access to your website (**'Read'**, **'Edit'**, **'Admin'**)

### Site Map

Test Parish Council

- Contact Us
- News
- Weblog
- Local Contacts
- FAQ
- Job Listings
- Events
- Surveys
- Discussions
- Photo Album
- Parish Accounts
- Council Meetings
  - Council Minutes
  - Council Agendas
- Noticeboard

### Permissions

Edit permissions for Photo Album.

Name	Read	Edit	Admin
Test Parish Council Administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Essex Support	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Registered Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Parish Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You can reach the Help Desk on: **01245 437891 / 07983455211** or via email [support@essexinfo.net](mailto:support@essexinfo.net)

