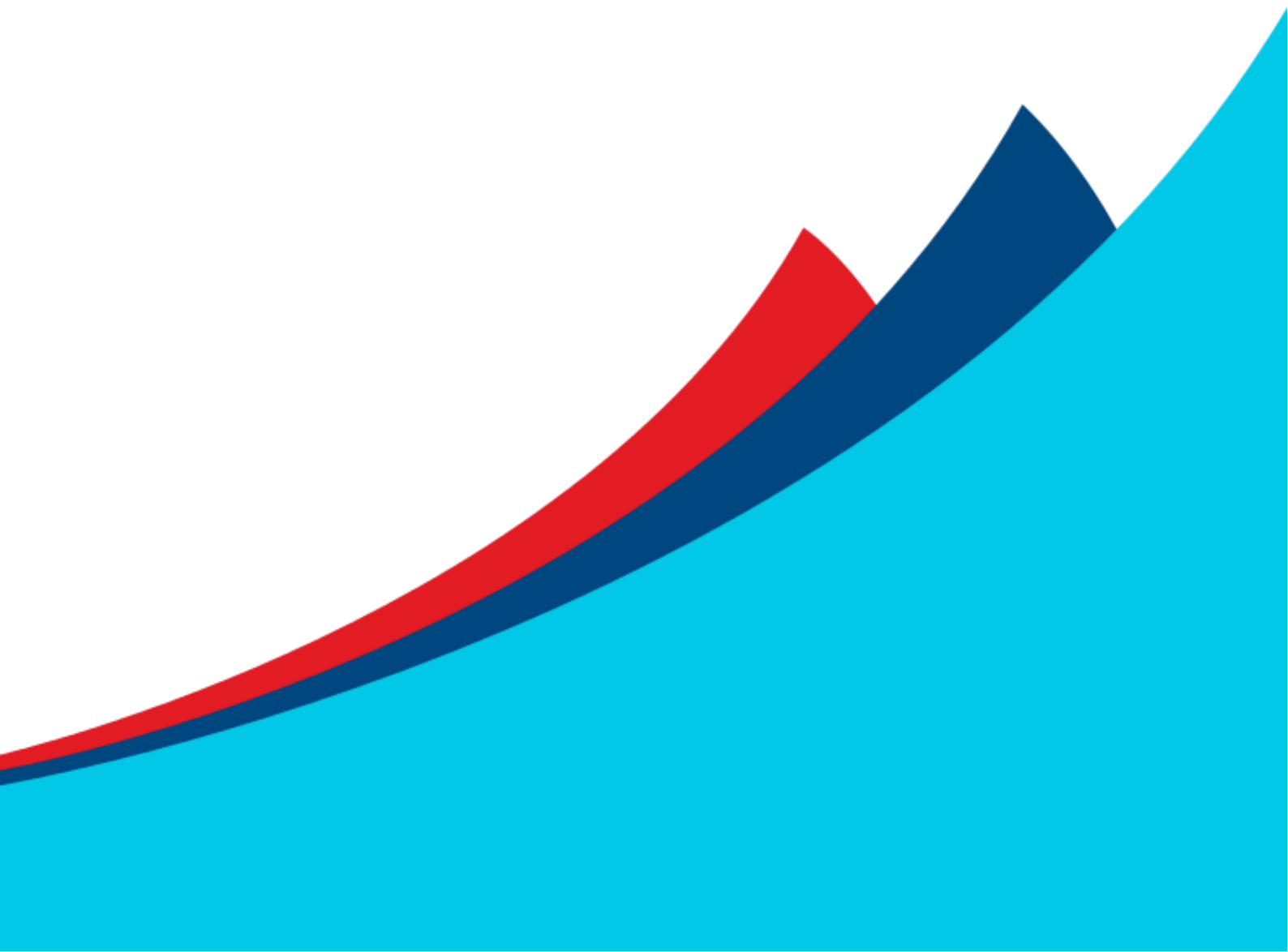


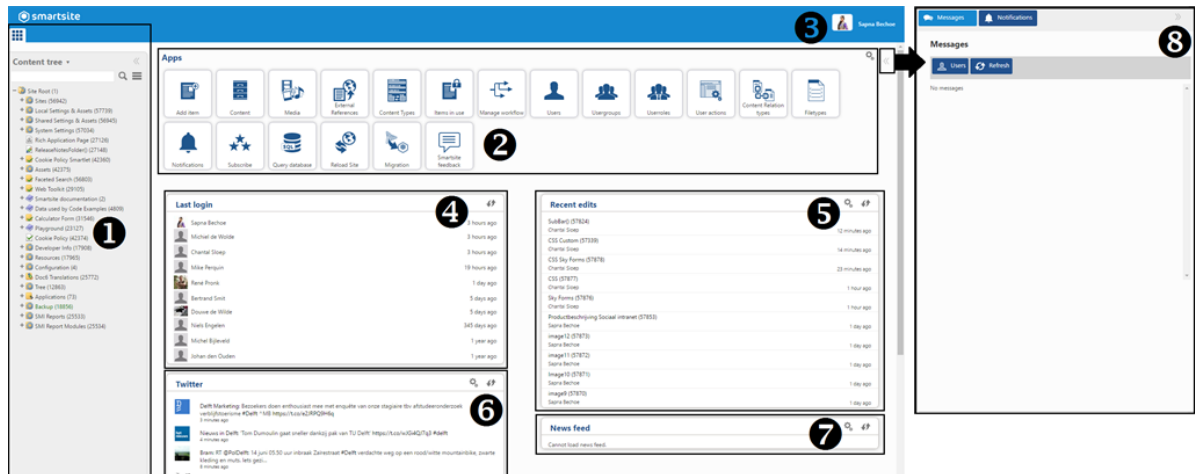
Table of Content

Dashboard intro	2
Content tree.....	3
Profile.....	4
Recent edits.....	5
Twitter	6
Messages and notifications	7
Apps.....	8
Contact.....	9



Dashboard intro

The Smartsite 7.5 manager presents the user an app-like interface which is the start for editing items. It is a tabbed interface where multiple actions can be open at the same time and the user can switch easily between them. The interface has a response design which makes it suitable for working on both tablets and desktop pc's. The Smartsite 7 manager is fully localized in English and Dutch



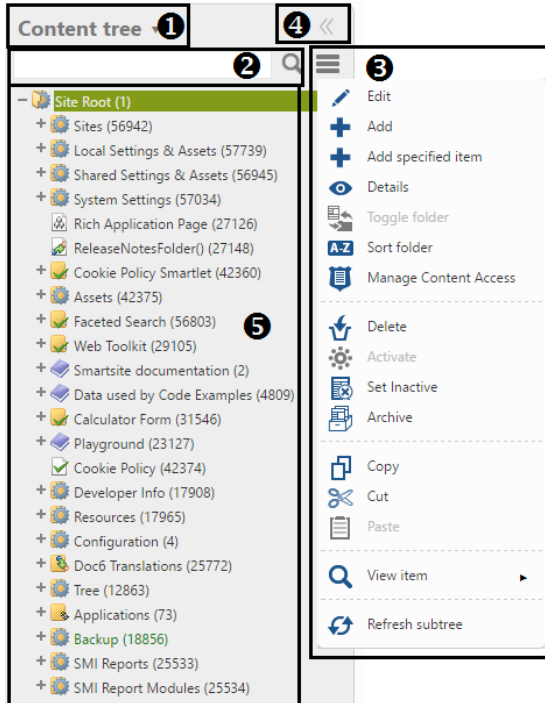
Below you a screenshot of the dashboard after you logged in.

Blocks Description

- 1 This is the Content tree.
- 2 This is the App section.
- 3 Here you can find your profile information, switch from roles and logout.
- 4 Here you can see the last logins.
- 5 Here you see the recent edited contents.
- 6 This is the Twitter section, here you can see all the Tweets with a certain hashtag.
- 7 This is the news feed(RSS)
- 8 Here you can find all the notifications and messages.

Content tree

This tree contains all the content made by users who have access to the CMS.



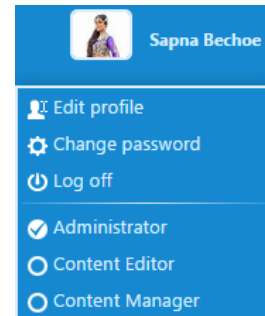
The tree contains several options, such as:

Nr. Description

- 1 This allows you to switch from Content Tree to File explorer.
- 2 This is the search bar, you can find items by searching on its name or number.
- 3 This is the sub menu, here you have several option to choose from.
- 4 Here you can hide and open the content tree.
- 5 This is all the content contained in the content tree.

Profile

Here you can find your profile information, edit your profile, change password, switch from roles and log off. You have to close all the tabs before switching from roles. When you click on log off, you will be redirected to the login screen.

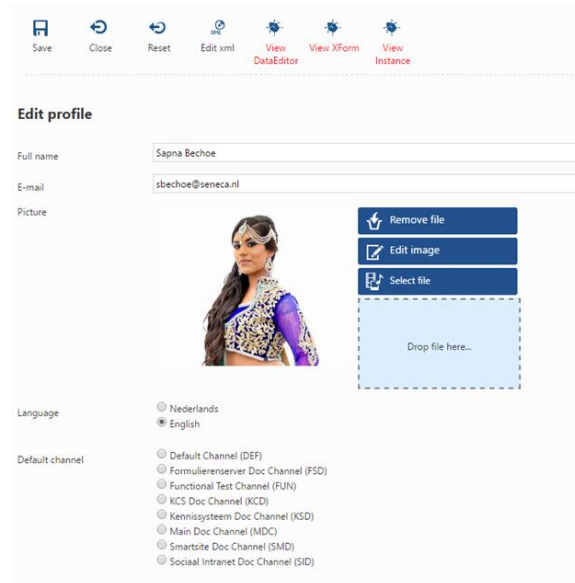


Edit your profile

Click on edit profile to edit your profile. Here you can edit your full name, E-mail, profile picture, language and default channel. To edit your profile picture, click on select file, choose a new profile image from your computer or drag an image to the drag and drop field below. To edit your profile picture, click on edit image. Here are tools to rotate, flip, crop and resize the image. There are also four tools to change the colour of the image.

You can also choose to have no profile picture, click on remove file to remove your profile picture.

To change the language of the manager, choose between Dutch and English. It is not required to choose a Default channel. If you want to have a default channel, click on one of the channels to make it your default channel. When you are done with editing your profile, click on save to save your profile. Click on reset to reset your profile to the last saved version.

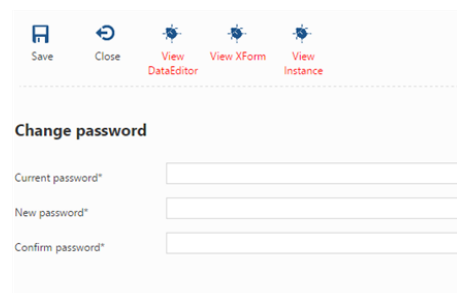
A screenshot of the 'Edit profile' form. At the top are navigation buttons: Save, Close, Reset, Edit.xml, View DataEditor, View XForm, and View Instance. The form fields include: 'Full name' (Sapna Bechoe), 'E-mail' (sbechoe@seneca.nl), 'Picture' (with a photo of a woman and buttons for Remove file, Edit image, and Select file, plus a 'Drop file here...' area), 'Language' (radio buttons for Nederlands and English), and 'Default channel' (a list of channels with radio buttons).

Change password

Click on change password to change your password. To change your current password, you have to fill in your current password, then you have to choose a new password and confirm your password change with filling in your new password.

The password must contain 1 number, 1 capital letter and it must have a minimum of 6 characters.

Click on save to save your new password. From then you can log in with your new password.

A screenshot of the 'Change password' form. At the top are navigation buttons: Save, Close, View DataEditor, View XForm, and View Instance. The form has three input fields: 'Current password*', 'New password*', and 'Confirm password*'. The 'New password*' field has a small asterisk icon next to it.

Recent edits

Here you can see the recent edits by the users. You can see which content has been edited by who and when they edited the content. When you click on one of the contents, tree icons will appear at the bottom. With the eye icon you can see the details of the content, with the pencil icon you can edit the content and the last item opens the content in the content tree.

Recent edits		⚙️ ↻
Dashboard (57899)	Sapna Bechoe	3 hours ago
Manage apps (58018)	Sapna Bechoe	20 hours ago
Smartsite feedback (58017)	Sapna Bechoe	20 hours ago
Migration (58016)	Sapna Bechoe	20 hours ago
Reload Site (58015)	Sapna Bechoe	20 hours ago
Query database (58014)	Sapna Bechoe	20 hours ago
Subscribe (58013)	Sapna Bechoe	20 hours ago
Notifications (58012)	Sapna Bechoe	20 hours ago
Filetypes (58011)	Sapna Bechoe	20 hours ago
Content Relation types (58010)	Sapna Bechoe	20 hours ago

Recent edits settings

To change the settings, click on the settings button at the top (left button). You can choose to show the edits of yourself, your user group or everyone. You can also choose to show how many rows you want to see. The maximum is 10 rows. To refresh the list, click on the refresh button on the top.

Save Close Reset Edit xml View DataEditor View XForm View Instance

Edit 'Recent edits'

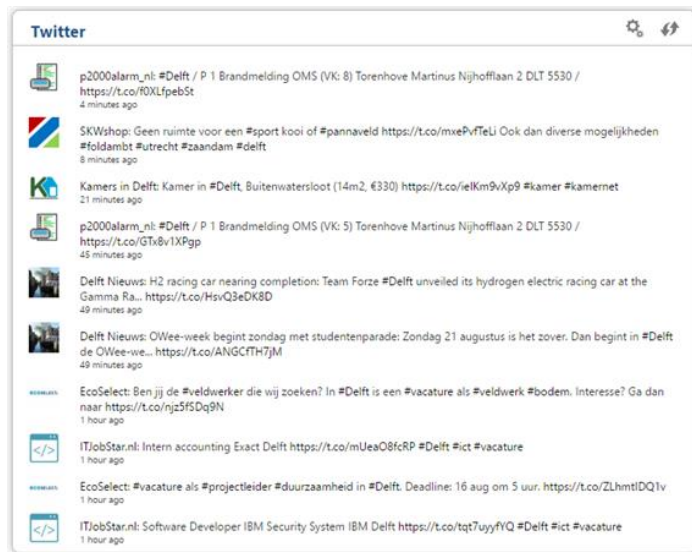
Show edits of* From myself My user groups Everyone

Rows*

Click on save to save these settings.

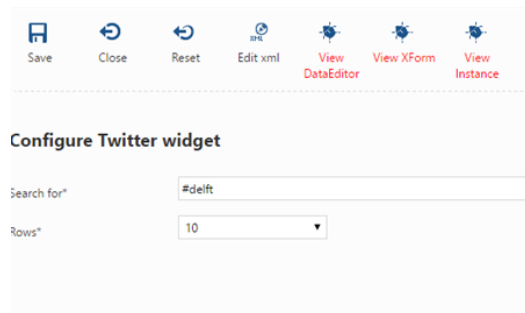
Twitter

Here you see all the tweets with the same hashtag or search name. You can choose the subject yourself. This you can change in the configurations. To refresh the list, click on the refresh button on the top.



Configure Twitter widget

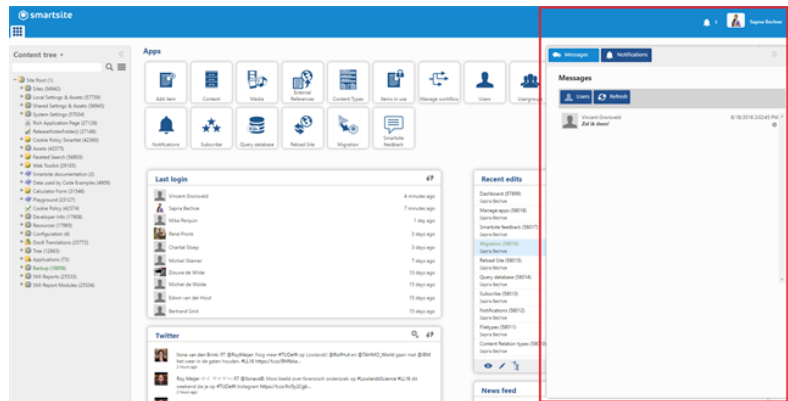
To go to the Twitter configurations, click on the configuration button at the top (left button). Here you can let the Twitter widget search for a specific subject or hashtag. This will be shown in the dashboard. You can also choose to show how many rows you want to see. The maximum of rows is 10.



Click on save to save the configurations.

Messages and notifications

Here you can see all the incoming messages and notifications. When you have received new notifications, the indicator next to your profile picture will be updated and will show the number of unread notifications.



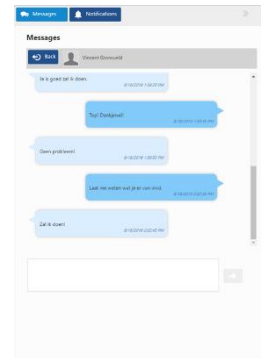
Messages

Click on messages to view the messages. When you have an unread message, the message will be bold and cursive. This shows you that the message is unread. If you read the message, the text will appear normal. This makes it easier to see if you have unread messages or not. Click on the refresh button to refresh the list of your messages.



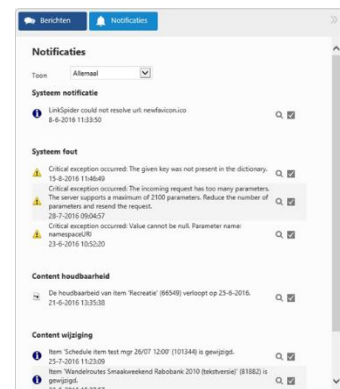
Users

When you click on users, you will get a list of all the users. When you click on one of the users, a chat window will appear. This is how you start a new chat with someone. Click on the “back” button to go back to the list of messages. When the chat is empty, the text area and the name of the user you are chatting with will appear. When you are already chatting with another user, your chat window will look something like this:



Notifications

Click on notifications to see the notifications. Here you see the content you have subscribed for. This will be sorted under different notification types. You can filter the notification on system notification, system error, content retainability and content change.



Apps

This is the app section, here you can manage the content, users and much more. Not every app is available for every role. Every role has its set of apps which they are allowed to use. This can only be changed by an administrator.



Nr. Description

- 1 Here you can add a specific item to a folder.
- 2 This is a big list of all the content that had been added. Here you can see, manage, delete and add content.
- 3 This is a gallery with all the media that had been added.
- 4 External references to files and websites, which are used by content items.
- 5 Here you find all the content types, you can add, delete, duplicate and edit these.
- 6 Here you can see all the items that are in use by another user.
- 7 Here you can assign articles to an individual or group for approval.
- 8 Here you can manage all the users. You can add, delete, edit, duplicate, enable or disable an account.
- 9 Here you can manage all the usergroups. You can add, delete, edit or duplicate a usergroup.
- 10 Here you can manage the userroles. You can add, delete, edit or duplicate a userrole.
- 11 Here you can manage the user action. You can add, delete, edit or duplicate a user action.
- 12 Here you can manage the content relation types. You can add, delete or edit content relation types.
- 13 Here you can manage the filetypes. You can delete, edit or add a filetype.
- 14 Here you can see the received notifications. You can edit or delete these. Or mark them as read or unread.
- 15 Here you can subscribe to receive notifications from certain types.
- 16 Here you can execute queries. Not all queries are allowed.
- 17 Here you can clear the cache, restart the manager, clear memory cache, clear disk cache or restart the public server.
- 18 This tool will perform an analysis on your site to test if the Content Types are compatible with Smartsite 7.
- 19 Here you can go to the feedback section and give us feedback about our product.
- 20 Here you can manage the order of the apps.

Contact



Elektronicaweg 31
2628 XG Delft

Phone : +31 15 251 37 00
Website : www.seneca.nl | www.formulierenserver.nl
E-mail : sales@seneca.nl



www.twitter.com/SenecaBV



www.linkedin.com/company/seneca



www.facebook.com/senecaBV



Want to see Smartsite in action?

Please do not hesitate to contact us for the possibilities and a free demonstration:

+31 15 251 3700 or sales@seneca.nl