Sub Site User Guide

Sub Site Actions

Add Sub Site

To start this action, click the   Add Sub Site   button above the Sub Site listing.

Creates a new Sub Site.

When this action starts a form is displayed to enter the details of the Sub Site.

Each field customises or controls some aspect of the Sub Site display or behaviour.

Some fields are required and must be entered before the Sub Site can be added, the required fields are .

Although some fields are not required, it is best practice to populate these, including .

Most fields are optional, and are often prefilled with a good default so these may not need to be changed. These optional fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.

View

To start this action, select the Sub Site you need to work on, and click the   🔍 View   button in the   ⋮   More Menu on that row.

Display the selected Sub Site.

This action displays the Sub Site similarly as for an Edit Action, except none of the fields are editable.

Useful for reviewing records without making any changes.

Edit

To start this action, select the Sub Site you need to work on, and click the   ✏   button on that row.

Edits an existing Sub Site.

When this action starts a form is displayed with the existing Sub Site and any previous information entered.

Each field customises or controls some aspect of the Sub Site display or behaviour.

When editing it is advisable to only change what is needed and most fields may not need to be changed. These other fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.

Delete

To start this action, either select the Sub Site to work on and click the   🗑   button on that row. Or CTRL+click to select multiple Sub Sites and click the   🗑   button above the Sub Site listing.

Deletes an existing Sub Site.

When this action starts a screen is displayed to check for Confirmation before the Action continues.

On this screen a list of warnings may be provided to show the impact of deleting this Sub Site.

Search

To start this action, click the   🔍   button above the Sub Site listing.

Allows a Search of Sub Sites.

This allows a simple text search across all Sub Sites.

To search a specific field select the field from the drop down list

Adv. Search

To start this action, click the   🔍 Adv. Search   button above the Sub Site listing in the   ⋮   More Menu.

Allows an Advanced Search of Sub Sites.

The Advanced Search opens a new section at the bottom of the Sub Sites and allows several distinct features:

- Multiple Search Lines : allows Sub Site matches to be identified where more than one search criteria is required

- Nested Searches : allows a combination of AND and OR logic to find results

- Saved Filters : allows a search to be saved as a Filter

- Export : allows the results of the search to be exported and worked on separately

Refresh

To start this action, click the ↻ Refresh button above the Sub Site listing in the ⋮ More Menu.

Refresh the list of Sub Sites.

Allows the list of records to be refreshed.

Although the records in the system will automatically update if a another Admin is using the system at the same time, the Refresh button allows the list to be manually updated.

Export to List

To start this action, click the ☁ Export to List button above the Sub Site listing in the ⋮ More Menu.

Export the Sub Site results shown to a List.

An Export List can be downloaded as a CSV file, or through any number of customised Export Templates.

Export to List will begin the process of Exporting the Sub Sites shown.

Once the data is exported it is available to download as a CSV file with all columns.

A list of Export Templates for Sub Sites will be shown, select the Export Template to Print, Export to Document, Export to CSV or Email.

Before using a template an opportunity to amend the template is provided.

See Export Templates for more information on Managing Export Templates.

Export All

To start this action, click the ⤓ Export All button above the Sub Site listing in the ⋮ More Menu.

Export all the Sub Sites to a List.

Exactly as for "Export to List" except rather than just Exporting the Sub Site results shown, all Sub Sites will be expored.

Export Item

To start this action, select the Sub Site you need to work on, and click the ☁ Export Item button in the ⋮ More Menu on that row.

Export only the selected Sub Site to a List.

Exactly as for "Export to List" except rather than just Exporting the Sub Site results shown, only the selected Sub Site is exported.

Choose Columns

To start this action, click the ⚙ Choose Columns button above the Sub Site listing in the ⋮ More Menu.

Changes the Columns shown in the Sub Site Listing.

The Choose Columns screen shows the Selected Columns on the left, and the Sub Site Columns available on the right.

Drag and Drop column names between the two columns.

Alternatively double click on a column name to move it from one list to the other.

On the left the Selected Columns can be dragged up and down to change the ordering in the Sub Site Listing.

Manage Filters

To start this action, click the ⌄ Manage Filters button above the Sub Site listing in the ⋮ More Menu.

Creates custom Filters for Sub Sites.

A Filter is a saved Advanced Search. Multiple Filters can be created for Sub Sites.

These Filters appear at the top of the Sub Site listing.

When the Filter is selected the results are restricted to only include those which match the Filter.

The Manage Filters action shows a list of existing Filters for Sub Sites where these can be managed.

Sub Site Field Reference

Display Name

Name to display for the sub site

Short Code

Short code to identify this sub site

Sub Site Start Page

Set the start page of the sub site

Sub Site Language

Set the language for the sub site.
Note: 'Enable Multiple Languages' must be checked in 'Setup | Advanced | Server Details' if using multiple languages

Domain

Domain name for the sub site to work. This requires Web server configuration and an extra domain subscription. Leave blank if you wish to use the language code as a subdirectory

Add www

If checked the www. prefix is added to 'Domain'

Google Analytics Account Code

This is of the form UA-9999999-9 or G-9999999999 where the 9s represent the digits unique to your account

Analytics Type

Select the type of Google Analytics to use on this site.

Google Analytics Features

Ticking any of the boxes allows you to enable or disable features of Google Analytics.

Cross Domain Tracking Domains

List of domains to enable Cross Domain Tracking. Each domain seperated by a ';'.
For Universal Analytics, 'Cross Domain Tracking' must be enabled in 'Google Analytics Features'.
If blank, and 'Cross Domain Tracking' enabled in 'Google Analytics Features', the site default 'Cross Domain Tracking Domains' shall be used.

Google+ Page Url

Connects the specified Gooogle+ page to your site, requires a URL of the form https://plus.google.com/[yourpageID]

Mobile Version Sub Site

Mobile phones visiting this site will be redirected to the mobile phone compatible subsite selected here.

Markup Standard

Determines the document type to add to generated pages

SEO Title Attribute

A text attribute that may contain an SEO Title to overridethe default provided on an Article, Product, etc...when being displayed on this sub site

SEO Description Attribute

A text attribute that may contain an SEO Description to overridethe default provided on an Article, Product, etc...when being displayed on this sub site

SEO Key Words Attribute

A text attribute that may contain SEO Key Words to overridethe default provided on an Article, Product, etc...when being displayed on this sub site

SEO Additional Header Content Attribute

A text attribute that may contain SEO Additional Header Content to overridethe default provided on an Article, Product, etc...when being displayed on this sub site

Link Names Attribute

A text attribute that may contain Link Names to overridethe default ones provided on an Article, Product, etc...when being displayed on this sub site

Category

A single Category which all items that are displayed on this subsite will be contained within

Mandatory Tags

Tags which all of the items displayed on this subsite must have assigned to them