

USER MANUAL


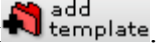
This document gives the guidelines on using the system administration interface.

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How to manage templates

How to add a template

To add a template you should:

1. When in the administration interface area, go to Modules  and select Templates. It will open a list of currently available templates.
2. Select the required module and click . It will open a dialogue box
3. Fill in the required fields:
 - a. The name of the template. It will appear in the drop-down menu of templates when adding a new section. The name of the template should imply the template application.
 - b. The name of the file. This name will be used when the file is stored on the server.
4. Press *Apply*.

By analogy, any other templates can be added.


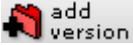
On the server the templates are stored in
`_engine/usr/spinpike/tmpl/version_#[module name]`

For example, the templates for the content management module of the first site version are stored in
`_engine/usr/spinpike/tmpl/version_1/content/`


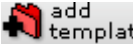
Structure Management

How to add a new site version

To add a site version:


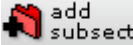
1. Go inside the Versions area by clicking on the icon .
2. Press . It will open a dialog box.
3. Fill in the fields by specifying the name for the version, choosing the language of the version, etc.
4. Click Apply to add the version.

To upload the templates:

5. Go inside the Modules .
6. Press . It will open a dialog box.
7. Enter the name for the version, choose the language, and browse to the folder containing the template file.
8. Click Apply.



Repeat the above steps to upload the other templates for the given version. Once the templates are uploaded, you can create sections for the new site version.

How to add a new site section



1. Go inside the Sections area by clicking on the icon .
2. Press . It will open a dialog box.
3. Fill the necessary fields. The only mandatory field here is Name.
4. Click Apply to add the section.

Content Management

How to insert a picture in the text



1. When editing the text in the visual editor window, place the pointer in the text where you want the picture to appear.
2. Click on the icon . It will open a dialog box.
3. Select the required picture from the images drop-down menu. If you forgot which name corresponds to which picture, click browse to open the window with the images thumbnails.
4. Once you selected the picture, click Insert to insert the picture in the text.
5. Click the icon , to save the changes.

How to insert the table in the text

1. When editing the text in the visual editor window, place the pointer in the text where you want the table to appear.
2. Click on the icon . It will open a dialog box.
3. Enter the number of rows and columns you want the table to contain. You can add new rows and columns any time in the future.
4. Enter the cells padding and spacing values. The recommended padding should not exceed 5, and spacing should not exceed 3 pixels.
5. Choose the table style.
6. Click Insert to insert the table in the text.
7. Click the icon , to save the changes.


How to edit the table

To add a row to a table:

1. Select a cell in the table. The selection will appear as black square marks ■ on the right from and below the cell.
2. Click on the icon . It will open a commands menu.
3. Select the command “Add Row” , to add the row to the table.

You can also merge rows and columns. Columns are merged from left to right (the selected column will merge with the one to the right of it. The rows are merged top-down (the selected row will merge with the row under it).

How to insert a hyperlink in the text



1. When editing the text in the visual editor window, highlight the text you'd like to contain a hyperlink. Press .
2. In the dialog box select the hyperlink type:
 - a. Link to section: select the module and type the section ID

- b. Link to file: type the file ID
 - c. External link: type the URL
3. Press *Insert*.

News editor





How to post a news headline



1. Go inside the Sections area .
2. Click on the *News* link to go inside the News section. News section contains the all the existing news.
3. Click on the .
4. Enter the title news in the Name field.
5. Set the appropriate date for the news.
6. Enter the keywords separated by a space for a search engine to index the page later on.
7. Enter the news description. It may coincide with the news title.
8. To add a picture to illustrate the news, select the image from the drop-down list of images. If there is no appropriate image in the list, you need to upload it to the server first.
9. Enter a brief attention grabbing news description or the first couple of lines of the news story in the *Headline* field.
10. Click *Apply* to add the news *Headline*. Next step, you will need to add the news story.

How to add a news story





1. Go inside the Sections  area and then into the News section. The News section contains a list of the news stories.
2. Click on the icon opposite the news title  to add the story. It will open a new window with the visual editor tools panel to format the text the way you do it in MS Word.
3. Copy and paste the text from a Word document or type it directly in the text area of the window.
4. Click on the icon  to save the news story. If you'd like to save page optimized press .
5. Click *Exit* or just close the window.

Mailing list

How to send out e-mail newsletter to subscribers

To send out an email newsletter or a special offer promo to your subscribers a Subscription module is used. You can manage the subscribers mailing list and create rich text newsletters. There is a targeting option by user groups and by site versions.

To make a newsletter:

1. Select the Subscription module in the Modules .
2. Press  button. It will open a new window containing a WYSIWYG-editor for creating a newsletter and several checkboxes for targeting.
3. Fill in the subject field.
4. Add the text of the newsletter. For example, you can copy a news text from the web site or an MS Word document, or just type the text in the text area.
5. Select the required target user groups for the newsletter.
6. Select the required target site versions for the newsletter. Usually different site versions have different languages, therefore you often need to create several newsletters in different languages.
7. Click *Apply*.

How to add a user to the mailing list

To receive newsletters, user must belong to any of the available web site user groups. Therefore he or she must either register on the site or be added by the web site administrator.




When registering, user checks the **Subscribe to newsletter** checkbox and the system adds him into the mailing list automatically. User can change personal information and unsubscribe from the newsletter service.

If web site administrator wants to add a user to the mailing list, he or she should go through the same process. The administrator should check the **Subscribe to newsletter** checkbox when adding a user or editing user personal information.

Images management

If you want to insert a picture in an article or a news text, you first need to upload it to the server. On the server, the pictures are stored in directories. Such directories can have only one nesting level, that is cannot contain sub-directories.



To upload a picture:

1. Go inside the Sections  and click on the icon . It will open a window.
2. Click on  Add image
3. . It will open a dialog box prompting to enter a name for the directory and select a picture to be uploaded. The picture will be placed to the directory with the specified name.
4. Click *Browse* to navigate to the folder containing pictures.
5. Define the users group authorized to view the picture.
6. Choose the required picture and click Add to upload the picture to the server. Now you can insert this picture anywhere in the text.

File management

If you want to insert a file in an article or a news text, you first need to upload it to the server.

To upload a file:



1. Go inside the Sections  [SECTIONS](#) area and click on the icon  [files management](#)
2. It will open a window.
3. Click *Browse* to navigate to the folder containing files.
4. Define the users group authorized to view the file
5. Choose the required file and click *Add* to upload the file to the server. Now you can insert this file anywhere in the text.

Users Management


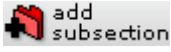
To protect the confidential information from unauthorized access, you need to

1. Create a group of users.
2. Create a section that will be accessible only to this group of users.

To create a group of users:

1. Go inside the Modules area by clicking on the icon  **MODULES**.
2. Click the Users link on the left.
3. Press . It will open a dialog box.
4. Enter the name for the group.
5. If you want to allow the users in this group to go through the registration process by filling in the registration form on the site, check the box “The users are allowed to register on the site”. To grant the access rights on an individual basis, leave the box blank.
6. Click *Apply* to add the group.

To create a section with the access right limited to a particular users group:



1. Go inside the Sections  **SECTIONS** area.
2. Click .
3. Enter the name for the subsection.
4. In the bottom right drop-down menu select the group that will have the right to access this section.
5. Click *Apply*.

All the users that do not belong to the indicated group will not be able to access the login & password protected site section.


Administrators Management

You can appoint different users to administrate different site sections.

How to add an administrator

1. Go inside the Settings area by clicking on the icon  **SETTINGS**.
2. Click the Administrators link in the left panel.
3. Press  **add administrator**. It will open a dialog box.
4. Enter the administrator's name, his or her email address, a login name, and a password. Please note that the login name and the password must be at least 5 characters.
5. Click *Apply*.

How to specify particular sections the administrator shall have the right to administrate:

1. Inside the Settings area click the *Access by Sections* link in the left panel. It will open a window with a list of sections.
2. Click on the icon  opposite the required section. It will open a dialog box.
3. Choose the administrator from the drop-down list of administrators and click *Apply*.

Marketing research

How to add a pole



1. Go to **MODULES** and press *Pole*
2. You'll see the list of existing questions. At the foot of the page there is a window *Add a pole*
3. Fill in the lines *question* and *about*
4. Choose the pole type: *one answer* if you'd like visitor to select only one answer to the question; *multiple answers* if you'd like the visitor to select more than jne answer.
5. If you want the visitor to have an opportunity of giving his own version of answer select checkbox *allow user answer*
6. Press *Apply*

How to add an answer version



7. Go to **MODULES** and press *Pole*, then press on the necessary question
8. You'll see the list of existing answer versions and on the foot of the page there is a window *add answer*
9. Type the answer version
10. Press *Apply*

How to delete an answer version



1. Go to **MODULES** and press *Pole*, then press on the necessary question
2. Select checkbox in front of the necessary answer version
3. Press *Apply*

How to view pole results



1. Go to **MODULES** and press *Pole*, then press on the necessary question
2. You'll see the list of given answer types and the number of votes in front of each and the number of *other* answers if you've chosen checkbox *allow user answer*

How to disable pole/delete a question

To suspend the pole:




1. Go to **MODULES** and press *Pole*

2. Choose the checkbox *disable* in front of the question
3. Press *Apply*

To delete a question:



1. Go to **MODULES** and press *Pole*
1. Choose the checkbox  in front of the question
2. Press *Apply*

Forums

How to add a new topic for the discussion



1. Go to **MODULES** and press *Forums*. You'll see the list of existing topics
2. On the foot of the page fill in the table *add theme*
3. Press *Apply*

How to delete the message from the forum



1. Go to **MODULES** and press *Forums*. Press on the name of the topic containing the necessary message.
2. Choose the checkbox in front of the message
3. Press *Apply*

Internet-shop

How to activate payment type

To help your site visitors conveniently buy the showcased merchandise online, you should provide them with a suitable payment method.

With SpinPike, you can provide an option of paying for the product via a credit card or by cash upon delivery of the product. To activate the via credit card payment method, you need to have an account with an online payment system supported by SpinPike. Currently, you can establish an account with 2Checkout.com.

Follow the steps below:



5. Go to **MODULES**.
6. When in the Modules section, click on Payment Settings.
7. Select «2Checkout».
8. Fill in the fields:
 - a. Enter the name for the payment method in the Name field (e.g. by *Credit card*). It will appear in the drop-down menu of the payment method options during the online purchase stage.
 - b. In the Email field specify the email address to receive order placement notifications.
 - c. Enter your 2Checkout account number.
 - d. Enter your 2Checkout secret word.
 - e. Check the box Use the specified payment method.
2. Press *Apply*.

Similarly, another payment method can be activated



How to add a product group

The SpinPike product catalogue has a special feature allowing a user to compare similar products by certain properties. Each product category has peculiar properties groups. For instance, the common group of properties for TV sets will be: “Sound Characteristics”, “Panel Resolution”, “Dimension”, etc. Consecutively, each group of properties is comprised of individual properties: “Dimension” includes “Width”, “Height”, “Weight”.



The properties comparison chart is generated based on the product properties. To add a product group to the site, you need to do the following:

1. Create the required properties groups.
2. Create the required properties within the properties groups.
3. Create a section in the product catalogue and assign to it the groups of properties.



How to create a properties group

1. Go to Modules  **MODULES**.
2. Inside the Modules section click on Product Properties Groups.
3. Click on  **add properties group**.
4. Enter the name for the properties group.
5. Press *Apply*.



How to edit a properties group

1. Go to Modules  **MODULES**.
2. Inside the Modules section click on Product Properties Groups.
3. Click on the icon  in front of the necessary group
4. In the opening dialog window you can change the Name of the group, add/replace/delete an image attached to the group
5. Click *Apply*

Creating an individual property


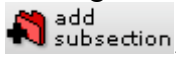
1. Go to Modules  **MODULES**.
2. Inside the Modules section click on Product Properties Groups. A list of the available groups of properties will be displayed.
3. Click on the required group name to access its individual properties.
4. Click on  **add property**.
5. Enter the name for the property (e.g. *Weight*).
6. Choose the associated property type out of three available:
 - a. String (to enter numerical or text information).
 - b. Text area (to enter a large scope of text information).
 - c. Yes / No (to indicate the presence or lack of property). In the interface, such property will be assigned with the help of a checkbox.
e.g. the corresponding property type for *Weight* will be *String*.
2. Press *Apply*.

How to edit an individual property

1. Go to Modules  **MODULES**.
2. Inside the Modules section click on Product Properties Groups. A list of the available groups of properties will be displayed.
3. Click on the required group name to access its individual properties.
4. Click on  in front of the necessary property.
5. In the opening window you can edit property name and group.
6. Press *Apply*

How to create a section in the product catalogue


To create a section (e.g. *TV sets*), do the following:

1. Go to Sections  **SECTIONS**.
2. Inside Sections go to the product catalogue section.
3. Click on  **add subsection**. It will open a dialogue box.
4. Fill in the required fields:
 - a. In the Name field enter the name of the subsection (e.g. *TV sets*).
 - b. Choose the template to display the product list in the given catalogue section (e.g. *Product list* template).
 - c. Check the box *Section contains goods* at the bottom of the window. It means that the given section will list a variety of products.
 - d. If you check the box, it will activate a Group of Properties field on the right. Select the appropriate properties groups (e.g. *Sound, Panel Resolution, Colour*). To select several groups in a row press and hold the Ctrl button while selecting.
2. Press *Apply*.

Once the section is created, you will need to add the required products to the section.

How to add a product

To add a product (e.g. *a TV set*) to the section, do the following:



5. Go to the required section (e.g. *TV sets*).
6. Click on  **add product**. It will open a dialogue box.
7. Fill in the following fields:
 - a. Name – the name of the product (e.g. *Sony XYZ 11*).
 - b. Price – the product price. It can be set in any currency (this currency will apply to the entire product list on the site).
 - c. Delivery price and delivery time, if applicable to the showcased product.
 - d. Image. Each item can have 3 images: a small image shall appear by the product in the product list of the catalogue; medium size image shall be displayed in a corresponding product card; a large image shall appear when a user clicks on the medium size image on the product card. At least one image should be selected.
 - e. Product properties. Fill in all the relevant fields. All the properties groups for the given product are displayed as a menu at the bottom left of the window. Clicking on the menu items will activate a list of properties within the given properties group (e.g. clicking on *Dimension* will activate three blank fields for *Width, Height, and Weight*. These fields should be filled in).
2. Press *Apply*. It will add the product.

By analogy, all the other products are added. Based on the indicated product properties a comparison chart shall be generated.

Orders Management

SpinPike Commerce provides for an order management: review pending orders and change their status.



11. Go to Modules .
12. Inside the Modules section click on Orders. It will display a list of orders placed.
13. Click on  to review order details. It will open a dialogue box.
14. To change the current status of the order, select the relevant status value from the drop-down menu at the bottom of the window.
15. Press *Apply*.