

Getting started with the e-c toolset. How to edit your details.

Overview

The e-c toolset is an extremely flexible toolset that can be used for a variety of communication functions.

This document contains information on how to edit Your details inside the e-c toolset.

Login to the admin system

at the following web address with the username and password that has been sent to you
www.e-c.co.nz/admin/

Hint: - You may want to bookmark this page as this is the page you will use every time you want to edit your web site.

Result: - This will load the main admin menu







































The main admin menu

is pictured on the following page. You may not see some of the menu options, as some of these are available to administrators only. If after reading this you wish to use any of the functions that you do not have then please contact us at e-c on info@e-c.co.nz.

On the next page is a shot of all the functions that the e-c tool set has available



Above is an example of the login screen it is important that you login to the e-c toolset area and not the web stats login.

My Details >>>	Edit 	
Users >>>	Add 	Edit 
Editor >>>	Add/Edit 	The Editor is not supported in Firefox. The New Editor, below, is supported in Firefox.
New Editor >>>	Add/Edit 	Get Firefox with Google Toolbar
My News >>>	Add 	Edit 
Forum >>>	Add 	Edit 
Dynamic Content >>>	Add 	Edit 
Members List >>>	Add 	Edit 
Mailroom >>>	Create Email 	Send Email 
Template >>>	Add 	Edit 
Help >>>	Add 	Edit 
External Link >>>	Add 	Edit 
Industries List >>>	Add 	Edit 
Meeting List >>>	Add 	Edit 
Event Calendar >>>	Add 	Edit 
Available Event Source >>>	View 	
Shopping >>>	Add/Edit 	
Services Job >>>	Add/Edit 	
Gallery >>>	Add 	Edit 
Dynamic Form >>>	Add 	Edit 
Track Reports >>>	View 	
File Size Reports >>>	View 	
Search Reports >>>	View 	
Miscellaneous >>>	Add/Edit 	

My Details

In this section of the help documents we will be looking at the My Details area of the toolset. To access this area you will need to click the edit button next to this function I have circled this button in the picture below.



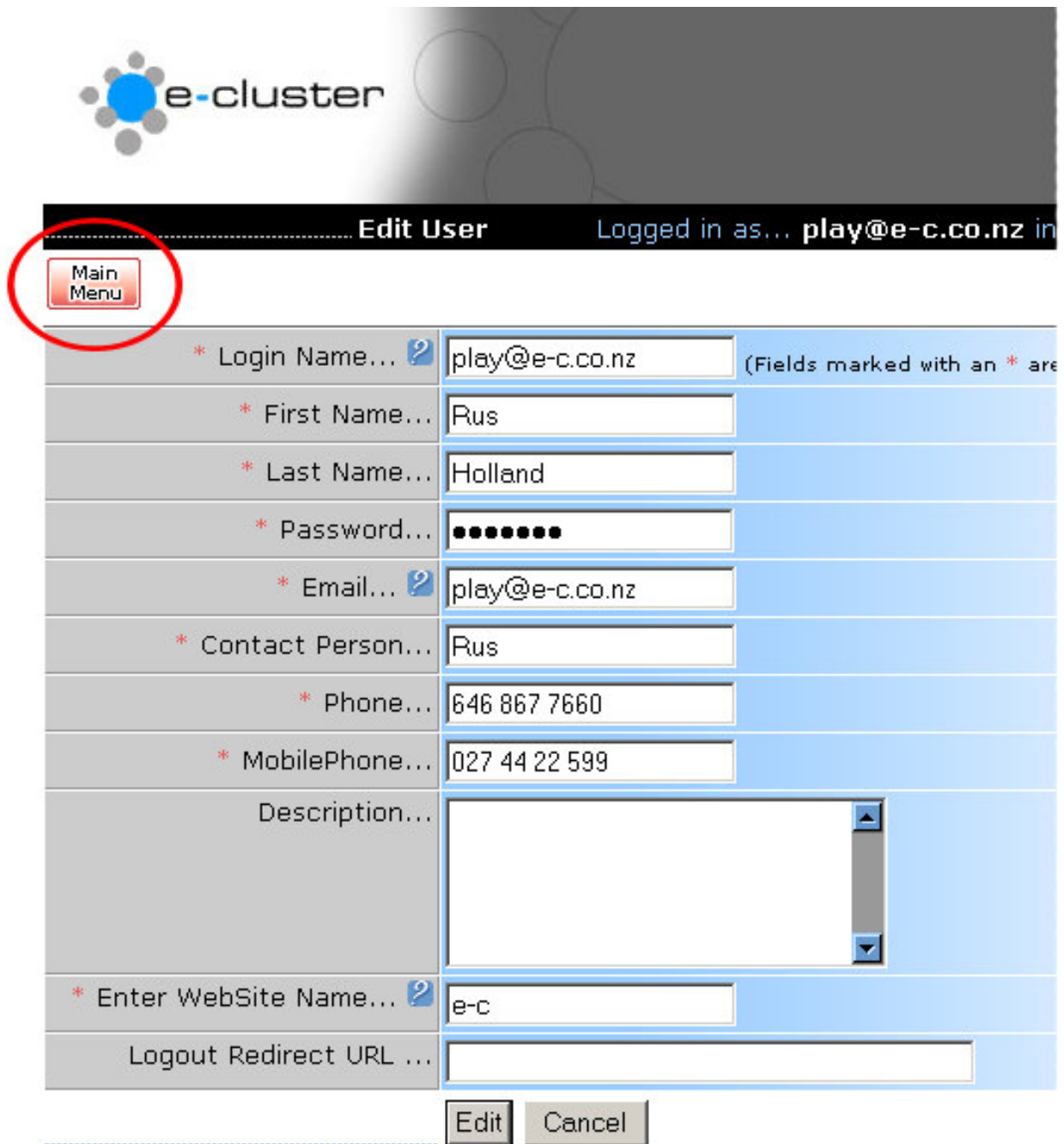
Once this button has been clicked you should see a screen like the one below. This is the main screen for editing your details for your web-site.


You will notice in the top right hand corner there are the options of logging out of e-c and the help icon. If you get stuck the help function inside e-c has some handy tips to help you through if problem continue then call e-c office on 64-6-867-7660

A screenshot of the 'Edit User' form in the e-cluster system. The form is titled 'Edit User' and shows the user is logged in as 'play@e-c.co.nz'. The form contains several fields: 'Login Name...' (play@e-c.co.nz), 'First Name...' (Rus), 'Last Name...' (Holland), 'Password...' (masked with dots), 'Email...' (play@e-c.co.nz), 'Contact Person...' (Rus), 'Phone...' (646 867 7660), 'MobilePhone...' (027 44 22 599), 'Description...' (empty text area), 'Enter WebSite Name...' (e-c Demo Site), and 'Logout Redirect URL ...' (empty text area). There are 'Edit' and 'Cancel' buttons at the bottom. The top right corner has 'Help?' and 'Logout' icons. The bottom left has a 'Back to Top' link.

Main Menu

Circled below in the top left hand corner of the my details function is the main menu option. If you ever go into a section that you do not want to be in then this is the button to click in order to go back to the main editor screen.



 e-cluster

Edit User Logged in as... **play@e-c.co.nz** in

Main Menu

* Login Name... (Fields marked with an * are required)

* First Name...

* Last Name...

* Password...

* Email...

* Contact Person...

* Phone...

* MobilePhone...

Description...

* Enter WebSite Name...

Logout Redirect URL ...

Login name

The screenshot shows the 'Edit User' interface for the 'e-cluster' system. The user is logged in as 'play@e-c.co.nz'. The form contains the following fields:

* Login Name...	play@e-c.co.nz	(Fields marked with an * are required)
First Name...	Rus	
* Last Name...	Holland	
* Password...	●●●●●●	

Highlighted below is the login name that you will use to access the tool set. It is up to you if you want to change this login name.

Note: - the login name is case sensitive and having spaces is not allowed we usually keep it the same as your email address so that it is easy for you to remember.

Also it is a required field so it can not be left blank.

First and last name

..... **Edit User** Logged in as... **play@e-c.co.nz** in

[Main Menu](#)

* Login Name... ?	<input type="text" value="play@e-c.co.nz"/>	(Fields marked with an * are
* First Name...	<input type="text" value="Rus"/>	
* Last Name...	<input type="text" value="Holland"/>	
* Password...	<input type="password" value="....."/>	

If you wish to change the name that is under the contact details then this is the section to do it. There are separate fields for first and last names. Generally the person who owns the site is entered here but you could use the name of the person who is in charge of the site or any name you desire.

Note: - This is a required field so it must have something in it.

Password

[Main Menu](#)

* Login Name... ?	<input type="text" value="play@e-c.co.nz"/>	(Fields marked with an * are
* First Name...	<input type="text" value="Rus"/>	
* Last Name...	<input type="text" value="Holland"/>	
* Password...	<input type="password" value="....."/>	
* Email... ?	<input type="text" value="play@e-c.co.nz"/>	
* Contact Person...	<input type="text" value="Rus"/>	
* Phone...	<input type="text" value="646 867 7660"/>	
* MobilePhone...	<input type="text" value="027 44 22 599"/>	

The password is a key way of accessing the toolset it is case sensitive and should not contain any spaces. Try to use both letters and numerals and don't give it out to people you don't trust.

Note: - this is a required field

Email

* Last Name...	Holland
* Password...	●●●●●●
* Email... ?	play@e-c.co.nz
* Contact Person...	Rus

The Email area is usually the same as your login area but if you wish to make it different then it's up to you. this is a required field.

Contact Information

* Email... ?	play@e-c.co.nz
* Contact Person...	Rus
* Phone...	646 867 7660
* MobilePhone...	027 44 22 599
Description...	

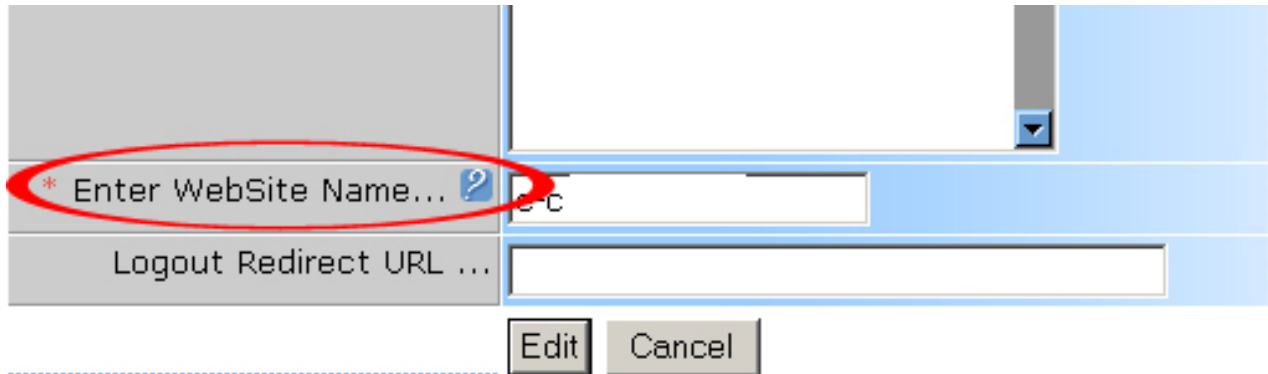
The contact person is generally who ever owns or is in charge of the site. These fields are all required fields enter in the specific details such as phone number's and the rest of the relevant data.

Description

* MobilePhone...	027 44 22 599
Description...	
* Enter WebSite Name... ?	e-c
Logout Redirect URL ...	

This area can be used to add notes and other relevant data. It's up to you what you place in this area.

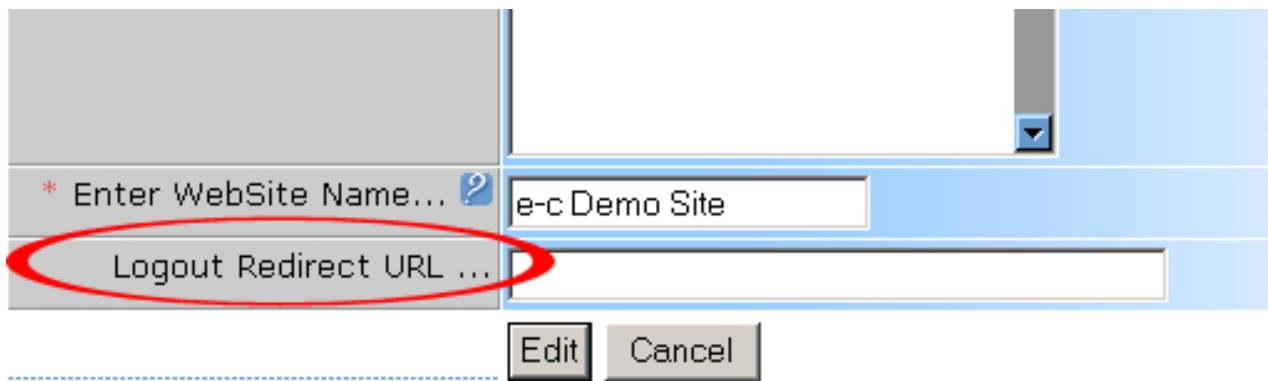
Web-site Name



A screenshot of a configuration dialog box. The dialog has a grey header bar and a light blue body. The first row contains a label '* Enter WebSite Name...' with a question mark icon, followed by a text input field containing 'e-c'. The second row contains a label 'Logout Redirect URL ...' followed by an empty text input field. At the bottom are 'Edit' and 'Cancel' buttons. A red oval highlights the first row.

The website name is the name of your web-site this is a required field so you will have to full this data in. It is will only need to be changed if your website name changes.

Logout Redirect URL



A screenshot of a configuration dialog box, similar to the one above. The first row contains a label '* Enter WebSite Name...' with a question mark icon, followed by a text input field containing 'e-c Demo Site'. The second row contains a label 'Logout Redirect URL ...' followed by an empty text input field. At the bottom are 'Edit' and 'Cancel' buttons. A red oval highlights the second row.

If you do not full in this area you will be redirected to the default login screen that e-c uses. If you full this in with the web address of a particular web-site that you like then you will be able to be redirected to this location once you have logged out of the e-c toolset. Good to use if you have more then one operator user.

Note:- You must use the full web address so you need to include <http://www.example.com>

It would be easiest to open the site you want to redirect to in a new browser window and cut and paste the entire web-address from this window into the Logout Redirect URL text field.

Edit or Cancel

* Phone...	<input type="text" value="646 867 7660"/>
* MobilePhone...	<input type="text" value="027 44 22 599"/>
Description...	<input type="text"/>
* Enter WebSite Name... ?	<input type="text" value="e-c"/>
Logout Redirect URL ...	<input type="text"/>

Once you have filled in all the required areas of this function you can either confirm what you have done by clicking the edit button or you can cancel out of this screen by clicking the cancel button.

We hope that the above has given you a good overview of what is possible with the e-c toolset. What's more you can even try it out for yourself completely free.

Simply visit our website to find out how www.e-c.co.nz

Or contact us on:-

Phone +64 6 867 7660

Fax +64 6 867 7143

Mobile +64 027 44 22 599

Email info@e-c.co.nz