

# Getting started with the e-c toolset

## How to add and edit Operators.

### 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 setup and edit Operator users.

### 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/](http://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](mailto:info@e-c.co.nz).

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

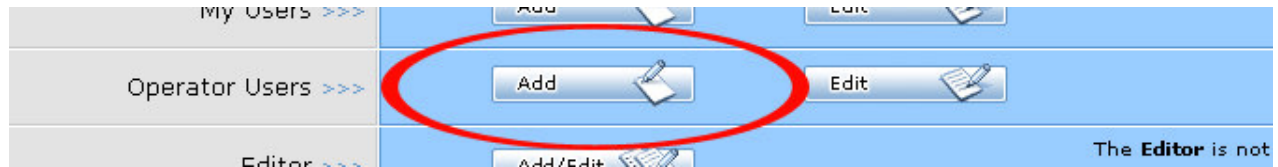


The screenshot shows two login forms. The top form is titled 'e-c TOOLSET LOG IN' and contains fields for 'USERNAME...' and 'PASSWORD...', a 'GO' button, and a 'Forgotten Password' link. The bottom form is titled 'WEBSTATS LOG IN' and contains similar fields and a 'GO' button. A red arrow points from the 'Forgotten Password' link in the top form to the 'Forgotten Password' link in the bottom form.

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

## Operator Users



If you would like to add a new Operator user to your web site then you will need to click the add button next to the Operator users heading as I have highlighted above.

An Operator is able to have their own sub site under your site, or they can have a completely original site with its own domain name. You are able to give them all the options of the e-c toolset that you have, or you can restrict them to only being able to use specific functions of the e-c toolset.

Through this help document I will explain to you how to add and edit your Operators and how to set an Operator up so that people are able to have sub sites or completely new sites under your main website, or web-portal.

**Below is a screen shot of what you should see once you have logged into the e-c toolset.**



Add User

Logged in as... **play@e-c.co.nz** in [www.e-c.co.nz/playsite](http://www.e-c.co.nz/playsite)

Main  
Menu

Help

Logout

* Login Name...	<input type="text"/>	(Fields marked with an * are required)
* First Name...	<input type="text"/>	
* Last Name...	<input type="text"/>	
* Password...	<input type="password"/>	
* Email...	<input type="text"/>	
* Contact Person...	<input type="text"/>	
* Phone...	<input type="text"/>	
* MobilePhone...	<input type="text"/>	
Description...	<div><div></div></div>	
* Enter WebSite Name...	<input type="text"/>	
Logout Redirect URL ...	<input type="text"/>	
* Domain Name...	<input type="text" value="http://"/>	
* Folder Name...	<input type="text"/> Under <input type="text" value="playsite/extra"/>	
* Number of pages...	<input type="text"/>	
* Date Start...	Nov 0 2006	
* Date End...	Nov 8 2006	
Template Logo Image...	<input type="text"/>	
* Area Access...	<div><div>Select the areas you wish to grant the user access to...</div><div><input type="checkbox"/> Add/Edit User <input type="checkbox"/> Calendar Event <input type="checkbox"/> Create Folder <input type="checkbox"/> Dynamic Form to email <input type="checkbox"/> Editor <input type="checkbox"/> Ecommerce <input type="checkbox"/> Forum <input type="checkbox"/> Gallery <input type="checkbox"/> Link Components <input type="checkbox"/> Manual News <input type="checkbox"/> Meeting List <input type="checkbox"/> Members List <input type="checkbox"/> New Editor <input type="checkbox"/> Services Job <input type="checkbox"/> Small Calendar</div></div>	

For a free demo see - [www.e-c.co.nz](http://www.e-c.co.nz)  
Phone +64 6 867 7660 Fax +64 6 867 7143

\* Template Access...

2

Select the template for this user ...

☐

Template - Coming Soon

☐

Template 1-a

☐

Template 1-b

☐

Template 1-c

☐

Template 10

☐

Template 11

☐

Template 12

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Template 13

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Template 14

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Template 15

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Template 16

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Template 17

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Template 18

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Template 2-a

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Template 2-b

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Template 2-c

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Template 2-c

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Template 3-a

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Template 3-b

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Template 3-c

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Template 4-a

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Template 4-b

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Template 4-c

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Template 5-a

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Template 5-b

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Template 5-c

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Template 6-a

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Template 6-b

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Template 6-c

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Template 7-a

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Template 7-b

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Template 7-c

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Template 8-a

☐

Template 7-c

☐

Template 8-a

☐

Template 8-b

☐

Template 8-c

☐

Template 9

Add

Cancel

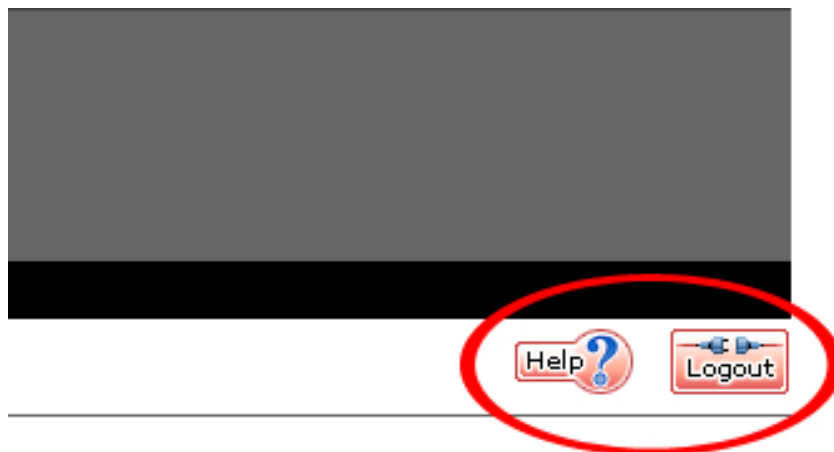
Back to Top

## Operator Users



If you have entered the "Operator users" area and no longer wish to be here then click the Main Menu button to go back to the main admin menu as shown in the circle above.

## Logout and Help Buttons



If at any stage you want to logout of the e-c toolset click the logout button located in the top right hand corner this will log you out of the e-c toolset. Another function available to you is the help icon, this gives you general tips that will help you out if you get stuck at all inside the toolset. These buttons are shown in the circle above.

## Operator Users Login Name



Main Menu

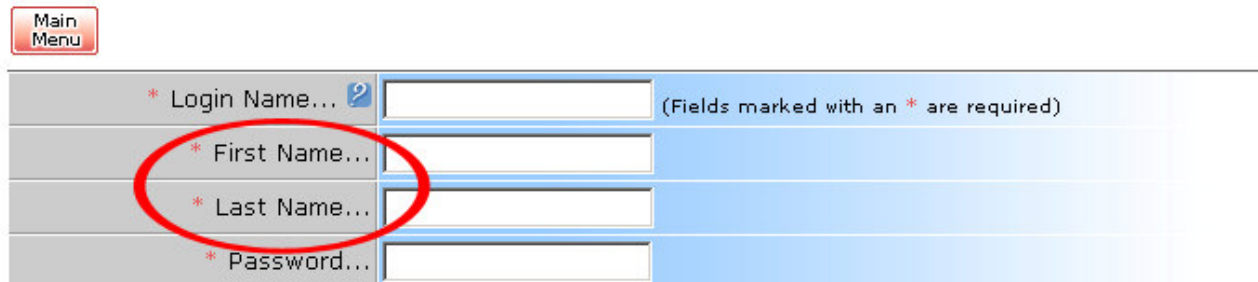
\* Login Name... ?  (Fields marked with an \* are required)

\* First Name...

The Login name is the name that you will assign to your Operator so that they are able to access the toolset, this will enable your Operator the ability to login to e-c at the main login screen. The login name could be their email address or you may want to give the Operator themselves the option of creating their own name (It makes sense to make the login name the Operators email address to begin with as the Operator can change their own details at a later date if they wish to do so.) You will need to add this data in the text field next to the login name heading, as highlighted in the circled above.

**Note:** - This is a required field. The login name must not contain any spaces and is case sensitive.

## First and Last Name.



Main Menu

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

\* First Name...

\* Last Name...

\* Password...

In these text fields you will need to add the first and last name of your Operator. As you are able to set up more then one Operator this is the best way to keep track of what sub sites have been set up under your main site.

You will need to enter this information into the text boxes titled First name... and titled last name.... as highlighted in the circle above.

**Note:** - This is a required field. Remember you are able to edit Operators once they are set up which enables you to take away or give them access, to particular function of the e-c toolset, as you see fit.

## Password

* First Name...	<input type="text"/>
* Last Name...	<input type="text"/>
* Password...	<input type="password"/>
* Email...	<input type="text"/>

The Password along with the username is used so that the Operator can access the toolset. The password is first set up by you and you will need to enter this information into the text field provided next to the password heading as highlighted in the circled above.

**Note:** - This is a required field. Passwords are case sensitive and also no spaces are allowed when creating a password. It is a good idea to use both numerals and letters when creating a password.

## Email

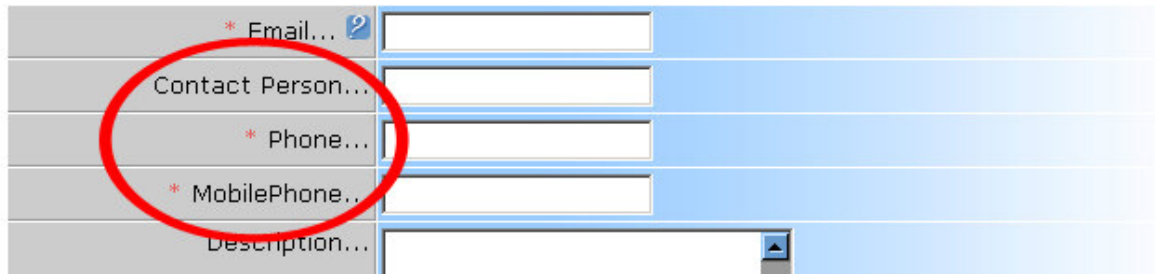
* Last Name...	<input type="text"/>
* Password...	<input type="password"/>
* Email... ?	<input type="text"/>
* Contact Person...	<input type="text"/>

The email text field is usually the same as the login name. It makes sense if the Operator Login name and the email address are the same to begin with. Enter this information in the text field provided next to the email heading as highlighted in the circled above.

**Note:** - this is a required field.



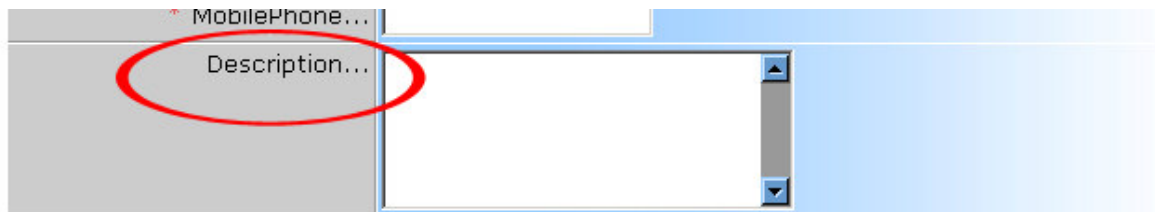
## Contact Person



A screenshot of a web form titled 'Contact Person'. It contains five input fields: 'Email...' (with a red asterisk and a help icon), 'Contact Person...' (circled in red), 'Phone...' (with a red asterisk and circled in red), 'MobilePhone...' (with a red asterisk and circled in red), and 'Description...' (with a scroll bar). The form has a light blue background.

The contact person is the person who you have set up inside e-c to be the Operator of the toolset. Enter in the relevant data in the text fields provided for Contact Person, Phone and Mobile Phone number as highlighted in the circle above. If your Operator only wants to include their phone number just place a full stop in the mobile phone text field. They can always come back and edit their own details if they have to. **Note:** - This is a required field.

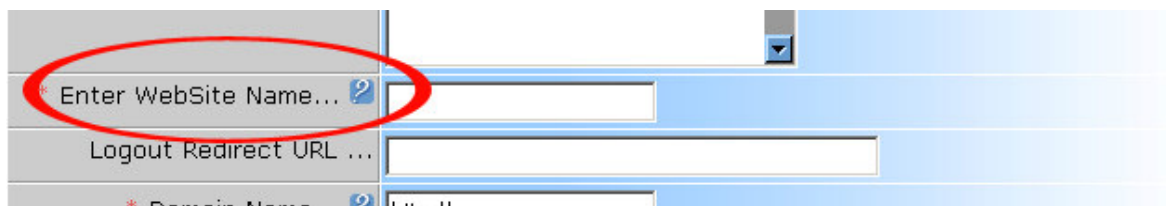
## Description



A screenshot of a web form titled 'Description'. It contains one input field: 'Description...' (circled in red). The form has a light blue background.

The description is a text field where you can leave any notes you would like about the Operator or anything else that you see fit. To add a description full in the text field located next to the description heading as highlighted above.

## Website Name



A screenshot of a web form titled 'Website Name'. It contains three input fields: 'Enter WebSite Name...' (with a red asterisk, a help icon, and circled in red), 'Logout Redirect URL ...', and 'Domain Name' (with a red asterisk and a help icon). The form has a light blue background.

The website name is the name of the Operator's site. Enter this into the text field provided next to the Enter Website Name heading as highlighted above. This does not need to be a domain name and should be something that you can identify your website with.

**Note:** - This is a required field.

## Logout Redirect URL



\* Enter WebSite Name... ?

Logout Redirect URL ...

\* Domain Name... ?

The logout redirect URL gives you the ability to send your Operators to a different site when they logout. If this is left blank then your Operators will be sent to the main e-c login menu, if you do not want this to be the case then enter in the URL of the location you would like your Operators to be sent to on logout, enter this in the text field next to the Logout Redirect heading as is highlighted above.

## Domain Name



Logout Redirect URL ...

\* Domain Name... ?

\* Folder Name... ?

This is the Domain name text field and is where the process can get a bit difficult. You have two options available when it comes to domain names there is the options of giving your user a sub site under your own domain name or they can have a website with a completely unique domain name.

First we will look at setting your Operators up with a sub-site under your main site this means that they will be using your domain name and have access to a folder inside your site.

As an example we will use the e-c domain name, remember you will need to replace the e-c domain name in this example with your our domain name.

First we need to enter the e-c domain name into the text field but we need to add a / with the name of your Operators sub site after the / and with no spaces. This will enable you to set up a sub site for you Operator. In this example we have called the sub site "sub". Now in the text field next to the heading domain name I have placed the text `www.e-c.co.nz/sub`. **Note the"/sub" will need to be replace with your Operators sub-website name.**

**In the example below I have pointed out where to place you domain name with the sub sites name.**

Logout Redirect URL ...	
* Domain Name	http://www.e-c.co.nz/sub
* Folder Name...	Under playsite/extra

So what has been done is that we have created the domain which is **www.e-c.co.nz/sub** Which will now enable us to enter this into any browsers address bar and we should be directed to this sub site. Remember this is only an example and you will need to replace the **www.e-c.co.nz/sub** with your own domain name and your Operators sub site name. So sounds complicated but it's really quite easy

**Note:** - There are a lot of questions you may have when adding the domain name. To discuss them all and to learn more contact e-c on [info@e-c.co.nz](mailto:info@e-c.co.nz) or phone on 64 6 867 7660 office hours are 8:30 am to 5:30pm Monday to Friday, and arrange to have a conference with one of the team members down here so that we can better educate you on all the options e-c has to offer when it comes to this section of the Operators function. The domain name must contain no spaces and the following characters are not allowed `\:*?'"<>|#`. This is also a required field.

Do not put a trailing "/" and make sure you enter a valid domain name.

Now if that all makes sense we can look at the second option for adding an Operators site domain name.

## Unique Domain Name

This option is if the Operator wishes to have their own unique domain name and in order to do this you will need to contact us at e-c.

Logout Redirect URL ...	
* Domain Name...	http://
* Folder Name...	Under playsite/extra

You will need to enter their unique domain name into text field next to the heading domain name as is highlighted above.

When you set this domain name up the IIS should point to the folder that you have entered here this is where you will need to contact e-c, and ask them to point a virtual directory to the folder name and to insure the IIS is pointing to the folder name.

**Note:** - There are a lot of questions you may have when adding the domain name. To discuss them all and to learn more contact e-c on [info@e-c.co.nz](mailto:info@e-c.co.nz) or phone on 64 6 867 7660 office hours are 8:30 am to 5:30pm Monday to Friday, and arrange to have a conference with one of the team members down here so that we can better educate you on all the options e-c has to offer when it comes to this section of the Operators function. The domain name must contain no spaces and the following characters are not allowed `\:*?"'<>|#`. This is also a required field.

## Folder Name

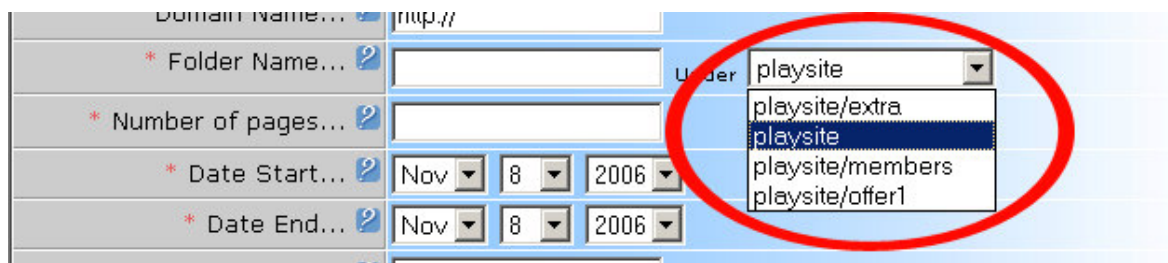


Just as there are two types of domain names you can set your Operators up with, there are also two types of folder names you can use for your Operators.

One applies to the sub-site directly under your domain name and the other applies to sites with unique domain names.

The first type of folder name applies to a web site that is a sub site of your main domain name. I have explained the meaning of a sub site above so I will not go back over this but simply the folder name for a sub site is the **sub sites name**. Enter this into the text field next to the heading Folder name. I advise you not to use spaces when setting up the folder name and any of the following characters `/\:*?"'<>|#`. Once you have entered in the folder name you will need to select the location the folder will go under from the drop down menu.

### Below is an example of the drop down folder menu



You can select any of the options under this menu but I suggest selecting the option that does not have a / at the end of it as it will make it easy for you to see each Operator's folder next time you do this process.

**Note:** - There are a lot of questions you may have when adding the folder name, to discuss them all and to learn more contact e-c on [info@e-c.co.nz](mailto:info@e-c.co.nz) or phone on 64 6 867 7660

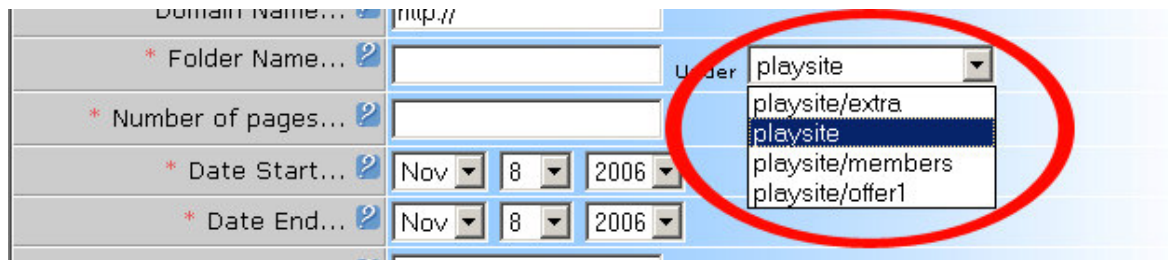
7660 office hours are 8:30 am to 5:30pm Monday to Friday, and arrange to have a conference with one of the team members down here so that we can better educate you on all the options e-c has to offer when it comes to this section of the Operators function. The folder name must contain no spaces and the following characters are not allowed `\:*?'"<>|#`. This is also a required field.

## Folder Name for a unique address.

A screenshot of a web form with a light blue background. The 'Folder Name...' field is highlighted with a red oval. To its right is a dropdown menu labeled 'Under' with 'playsite/extra' selected. Other fields like 'Domain Name...' and 'Number of pages...' are partially visible.

This is where you will need to add the folder name for an Operator user that is using a unique www address. You will need to give this folder a unique name. I advise you not to use spaces when setting up the folder name and any of the following characters `\:*?'"<>|#`. Once you have entered in the folder name you will need to select the location the folder will go under from the drop down menu.

### Below is an example of the drop down folder menu

A screenshot of the same web form, but the 'Under' dropdown menu is open and highlighted with a red oval. The menu lists several options: 'playsite', 'playsite/extra', 'playsite', 'playsite/members', and 'playsite/offer1'. The 'playsite' option is currently selected and highlighted in blue. Other form fields are visible in the background.

You can select any of the options from this drop down menu I suggest once again selecting the option with out a / at the end of it. Now you need to setup a Virtual Directory to this folder and for this you need to contact e-c. Contact e-c on [info@e-c.co.nz](mailto:info@e-c.co.nz) or phone on 64 6 867 7660 office hours are usually 8:30 am to 5:30pm Monday to Friday.

**Note:** - There are a lot of questions you may have when adding the folder name. To discuss them all and to learn more contact e-c on [info@e-c.co.nz](mailto:info@e-c.co.nz) or phone on 64 6 867 7660 office hours are 8:30 am to 5:30pm Monday to Friday, and arrange to have a conference with one of the team members down here so that we can better educate you on all the options e-c has to offer when it comes to this section of the Operators function. The folder name must contain no spaces and the following characters are not allowed `\:*?'"<>|#`. This is also a required field.

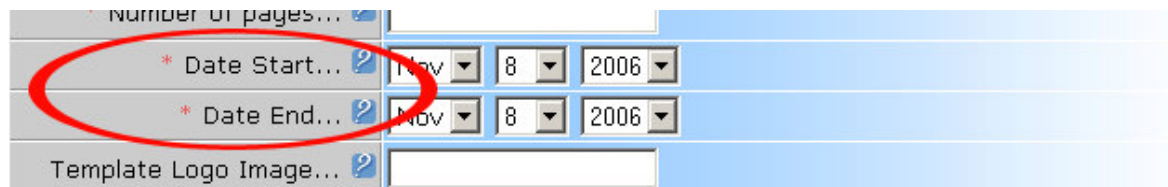
## Number of Pages

A screenshot of a web form. The 'Number of pages...' field is highlighted with a red oval. It is a text input field with a question mark icon to its right. Above it, the 'Folder Name...' field is partially visible, showing 'Under | playsite/extra'. Below it, the 'Date Start...' field is visible, showing 'Nov', '8', and '2006'.

This area lets you control the number of pages an Operator is allowed to create. Enter a number here that you would like to start your Operator off on and if they need access to more then you can add more at a later date.

**Note:** - This is a required field.

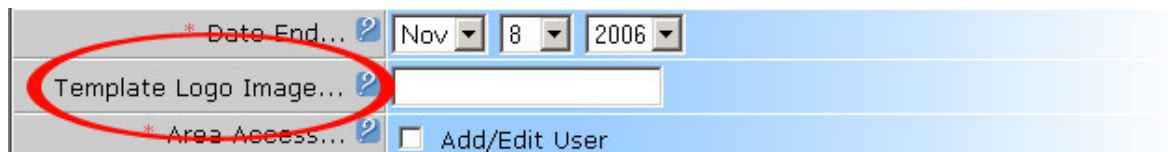
## Date Started and Date ended.

A screenshot of a web form. The 'Date Start...' and 'Date End...' fields are highlighted with a red oval. Both are date pickers showing 'Nov', '8', and '2006'. Above them, the 'Number of pages...' field is partially visible. Below them, the 'Template Logo Image...' field is visible.

This area will let you start the site off at a specific date and also let you stop the site at a specific date. Usually if the Operator is going to have a sub-site they would be set up for as long as possible in the end date but this is at your own reasoning.

**Note:** - This is a required field.

## Template Logo Image

A screenshot of a web form. The 'Template Logo Image...' field is highlighted with a red oval. It is a text input field with a question mark icon to its right. Above it, the 'Date End...' field is visible, showing 'Nov', '8', and '2006'. Below it, the 'Area Access...' field is visible, showing a checkbox labeled 'Add/Edit User'.

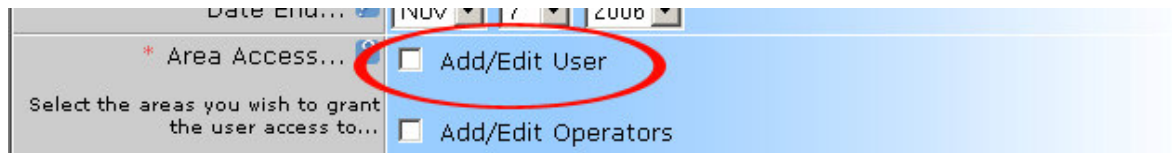
If you have a logo image this is the area where you need to enter it. Enter the template logo image name starting with "myimages/" for eg "myimages/xxxx.jpg" Upload the images in the editor's insert image component.

This will add your logo to any of our default templates where this is space for a logo.

**Note:** - This is a required field.

## Area access functions

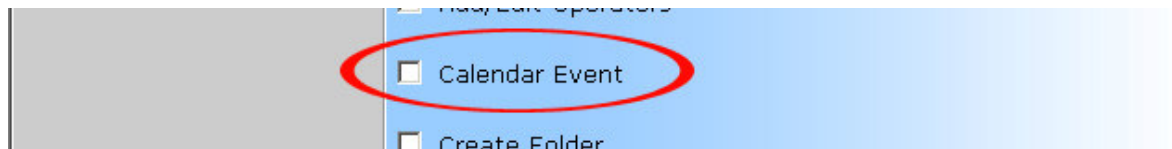
### Add/Edit User



This function allows your Operators to add and edit their own user.

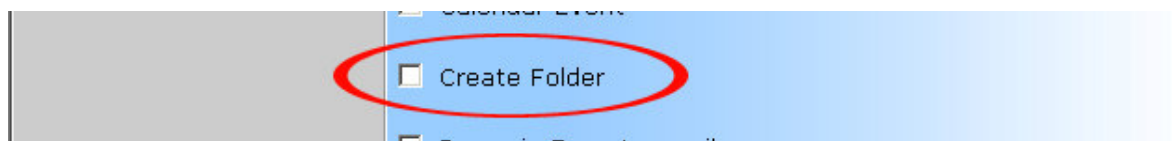
Allow this function by checking the check box next to the add/edit users heading as highlighted in the circle above.

### Calendar Event



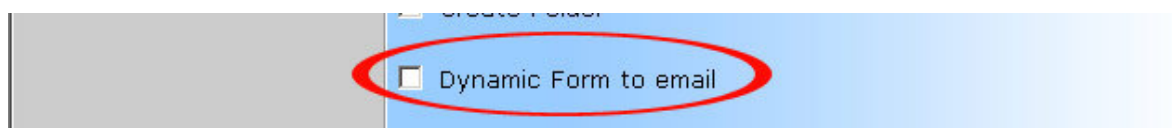
This enables your Operators to have access to the calendar event function. To enable this check the calendar event check box next to the calendar event heading has highlighted above.

### Create Folder



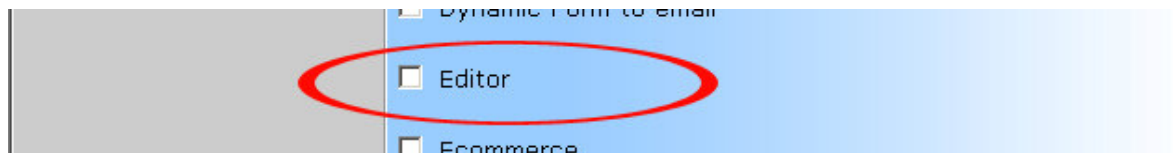
This will enable your Operators to create folders inside the e-c toolset. To enable this check the calendar event check box next to the create folder heading as highlighted above.

### Dynamic Form to Email



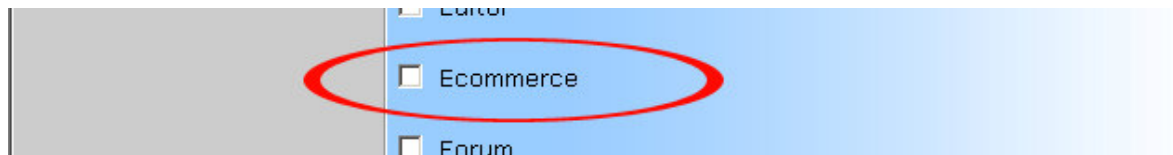
This will enable your Operators to create dynamic forms to email. To enable this you will need to check the check box next to the Dynamic form heading, as highlighted above.

## Editor



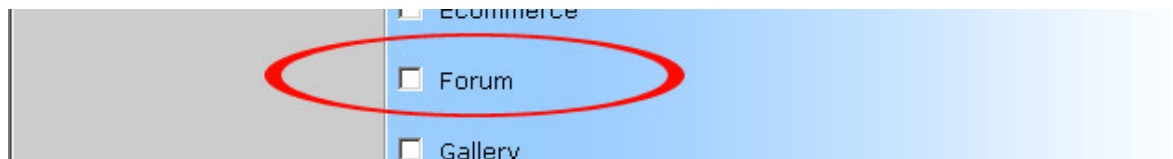
This will enable your Operators to edit and maintain the data on your pages. To enable this check the check box next to the editor heading as highlighted above.

## Ecommerce



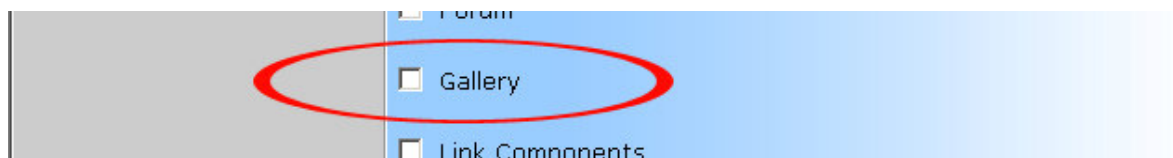
This enables the Operators to access the ecommerce function of the toolset. To enable this check the check box next to the ecommerce heading as highlighted above.

## Forum



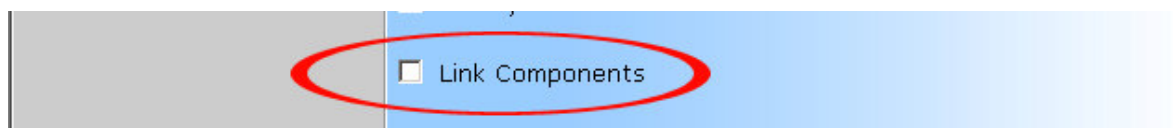
This will enable your Operators to have access to the forum function. To enable this check the check box next to the forum headings highlighted above.

## Gallery



This will allow your Operators access to the gallery function. To enable this check the gallery check box next to the gallery heading as highlighted above.

## Links Component



This will enable your Operators access to the links component of the toolset. To enable this check the check box next to the link component heading as highlighted above.



## Manual News



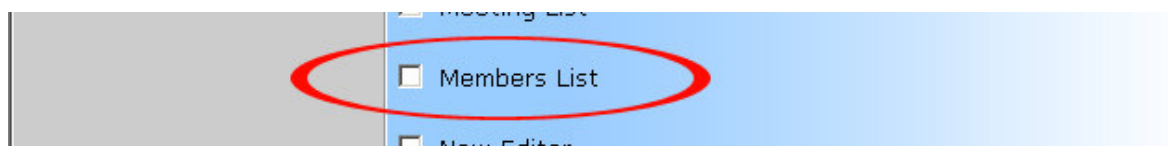
With this component your Operators will be able to add and edit manual news. To enable this check the check box next to the manual news heading as highlighted above.

## Meeting List



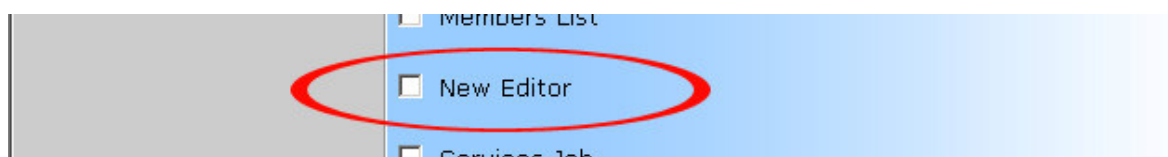
With this component your Operators will be able to add and edit the meeting list function. To enable this check the check box next to the meeting list heading as highlighted above.

## Members List



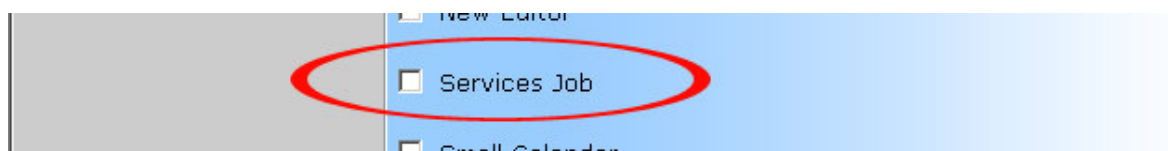
This function allows your Operators to edit the members lists section of e-c. To enable this check the check box next to the members list heading as highlighted above.

## New Editor



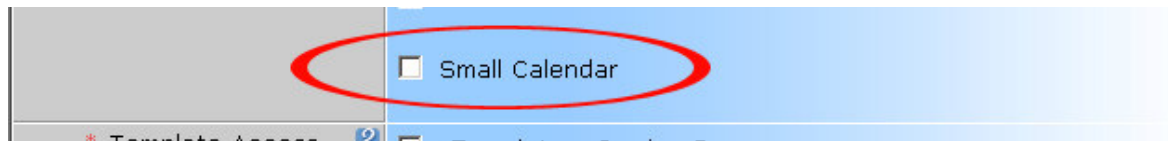
This will allow your Operators access to the New Editor. To enable this check the check box next to the new editor heading as highlighted above.

## Service Jobs



This will allow your Operators access to the service jobs function. To enable this check the check box next to the new editor heading as highlighted about.

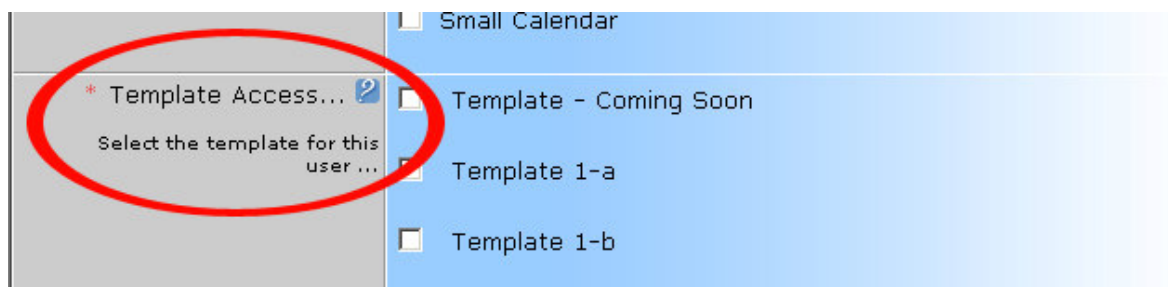
## Small Calendar



This function allows your Operators access to the small calendar function. To enable this function check the check box next to the small calendar heading as highlighted above.

As I have outlined above there are a lot of options available when setting up your Operators you do not have to use them all, it is at your own control. If there is a function that you don't want them to see then simply don't check the box with that ability in it. The Operators are only able to see what you let them see. Remember you are in control.

## Template Access



This area lets you control the template access that your Operators will use to update their site. If you don't want your Operators to change the look of their site then only give them access to the main template, However if you would like your Operators to be able to control the way the over site looks then give them access to all of the templates once again you are in control of this. To allow a Operator access to a template check the check box next to the appropriate template heading.

## Edit Operator Users

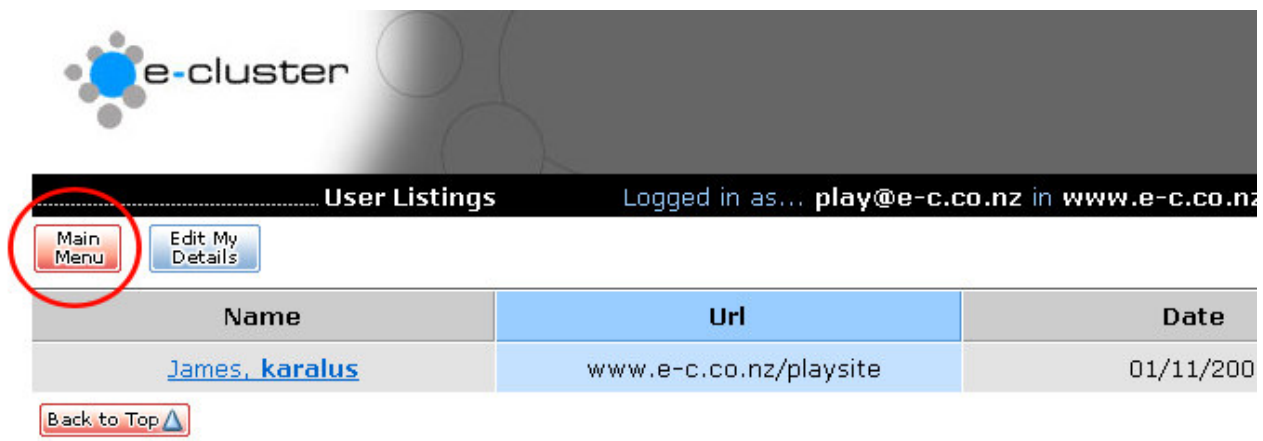


Now we are going to look at the editing of the Operator users that you have set up. You will need to click the edit button which is highlighted above. This will take you to the main screen where your Operators should be located. Operators are sorted in alphabetical order by their last names.

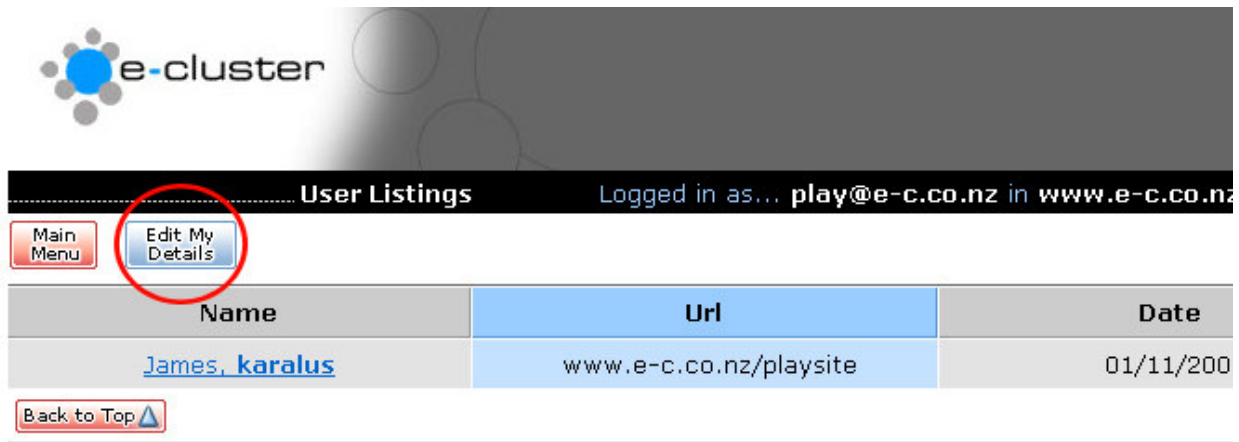


**Above is the screen you should see once you have click the edit Operators button.**

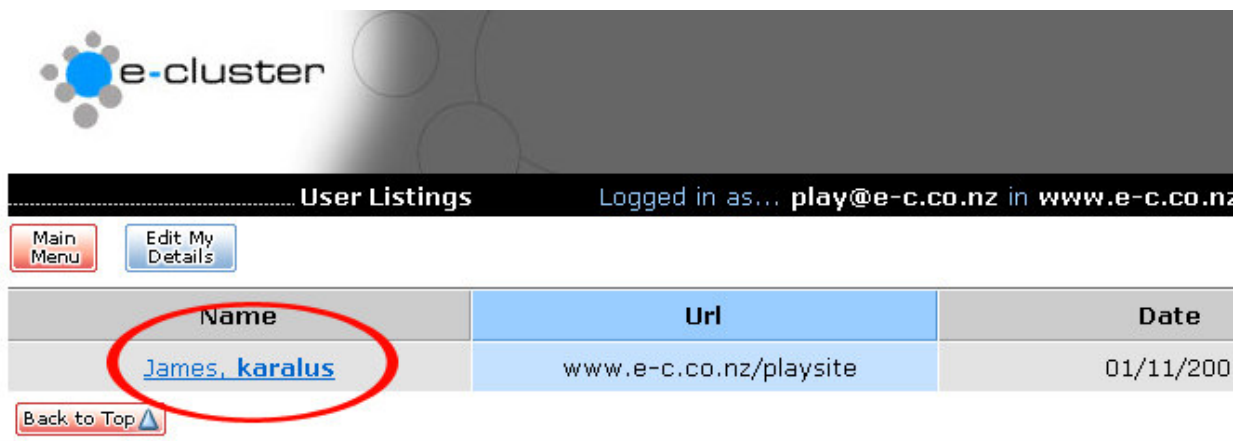
## Areas to Note.



If you have accessed the edit Operators screen and no longer wish to be here then click on the main menu button this will take you back to the main e-c menu. This button is highlighted in the image above.



Pictured above is how you access the option of editing your details. Highlighted above is the button you will need to click on in order to access the "My details" screen. Have a look at the "My details" help doc to find out more information about this.



To edit an Operator is really very simple. Click on the Operators name and you will be taken to the edit Operators main menu, which is exactly like the add Operators screen except the fields will contain your users information. From here you are able to add, restrict or change the Users information. It is exactly the same as what we covered above so if you get stuck go back through this document and you should be able to locate your answers.

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](http://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](mailto:info@e-c.co.nz)**