

Getting started with the e-c toolset

Overview

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

This document contains an overview of each main admin menu function.

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 next 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, please not this may incur some extra cost.







































Hint: - Another interesting thing to note is that if there is something you think of that the toolset does not do then e-c can work on making a specific function to your need or refining a function that is already in place.

On the next page is an example of all the functions in the e-c tool-set.



The screenshot shows two login forms. The top form, titled "e-c TOOLSET LOG IN", has a "GO" button and a "Forgotten Password" link. The bottom form, titled "WEBSTATS LOG IN", also has a "GO" button. A red arrow points from the "GO" button in the top form to the "GO" button 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 >>>	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 	

Top of the admin screen



At the top of the admin screen you have the help function and the logout function. If you click on the help function you will get a pop up message with general help results so if you do get stuck there is help options set up inside the toolset.

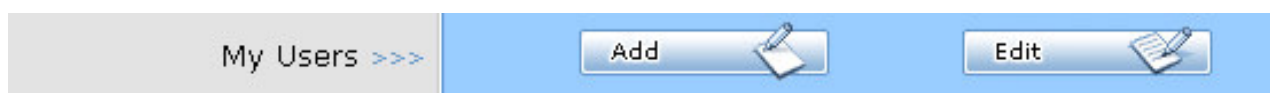
The logout function is very important please note you must ensure that every time you wish to logout of e-c that you use the logout function. **DO NOT CLOSE YOUR BROWSER WINDOW WITH OUT LOGGING OUT.** Make sure you logout every time to save troubles at a later date.

My Details



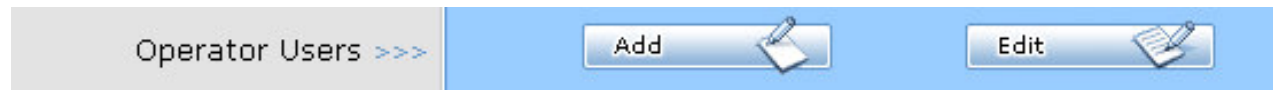
This function enables you to change your username, password, personal details and a variety of other details. **Hint:** - IF you forget, misplace, or lose your username or password then get in contact with e-c and we will be able to help you to regain this information.

My Users



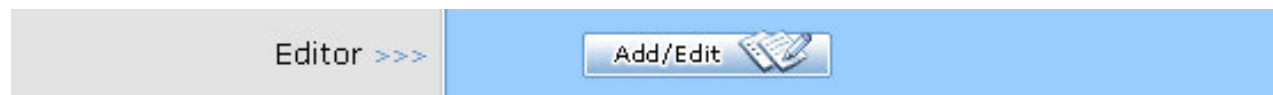
Use this section to add, edit or delete other users that can maintain your web site or other dynamic components. Each user you enter here can be assigned different menu options to manage.

Operator Users



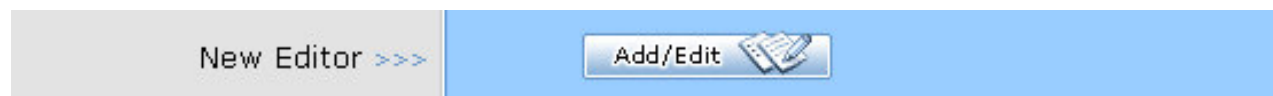
If you are a cluster operator then you can use this section to create new web sites below your own web site. Contact e-c if you would like this ability.

Editor



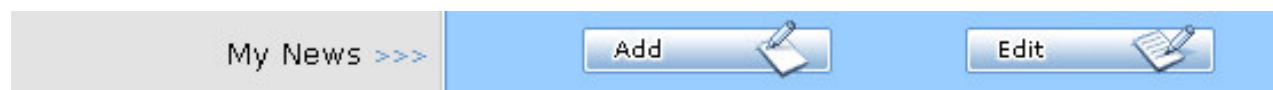
Use this section to add or edit web pages; insert files & images into web pages; make new directories (if allowed); and publish your changed pages. You can also add various dynamic components into your pages – My News, Dynamic News, Forums, Member List and Products and Services List. See the sections below and the other help files for information about each of these dynamic components.

New Editor



The new editor is an updated version of the old editor, it is more user friendly, contains more user functions and works across multiple browsers. You can still use the old editor but if you would like more control over how your content is visually displayed we recommend the new editor.

My News



Use this section to add Latest News Items to your web site. You may see a message telling you that this part is not available yet – which means that you need go into the Editor Section and add the "My News" component from the "Insert News" button on the tool bar into your news page. You can have more than one page of News and assign each News item to a specific page within your web site.

Available News Source

Available News Source >>> [View !\[\]\(e236d1893811a6c5ad2d17439e3819c8_img.jpg\)](#)

Use this section to maintain which news sources that you can have available in your "News Section". The owners of these news sources have allowed you to re-publish their news items – when they add a news item you will get an email, which alerts you to the new item.

When you travel back to the admin section of the site you will see that News item in your News List – simply edit it and publish it to the web.

Forum

Forum >>> [Add !\[\]\(7c1854bf7228b8e89435b784e5855155_img.jpg\)](#) [Edit !\[\]\(0e5951b58fc6c097a25f59fca525f9f2_img.jpg\)](#)

Use this section to add and approve Forum messages for your web site. You may see a message telling you that this part is not available yet – which means that you need go into the Editor Section and add the "My News" component from the "Insert News" button on the tool bar into your news page. You can have more than one page of News and assign each News item to a specific page within your web site.

Members List

Members List >>> [Add !\[\]\(b12eb0f702c3415844e03803175e0fcc_img.jpg\)](#) [Edit !\[\]\(cb8501cad489f21eb337a1f0703afd62_img.jpg\)](#)

Use this section to view your members or subscribers and create & send emails to them using a WYSIWYG editor. Member details can also be displayed on the web site through a "Member List" or via a "Products and Services" listing.

Mail Room

Mailroom >>> [Create Email !\[\]\(89b83e05f423d39ccae6f972844a65cc_img.jpg\)](#) [Send Email !\[\]\(646b54a7bf85fccff31d39c84c239ebf_img.jpg\)](#)

Use this function to send an email to all your subscribers, or members on your members list. This could be in the form of a weekly, monthly or Quarterly newsletter. The options are up to you.

Template



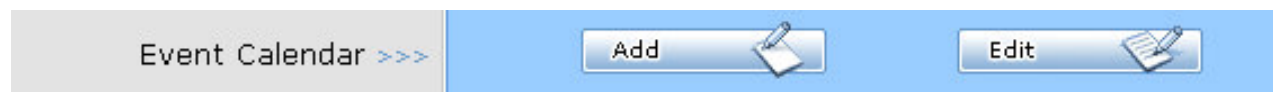
Usually if you would like a new template for your site the team at e-c will develop a look and feel, cut up the template and add it to your web-site. If you are using our CMS system to develop and design web-sites this function is available to you.

External Link



The external link option enables you to add a link to a web page outside of your internal website.

Event Calendar



The event calendar is an online calendar and is used to display upcoming calendar events. You can assign specific events to specific days of the calendar.

Available Event Source



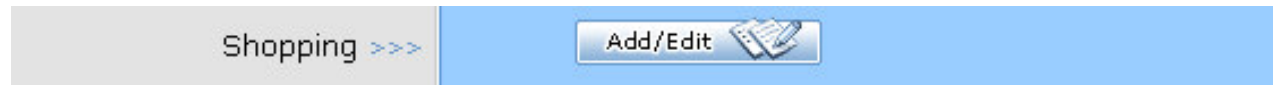
Use this section to maintain which event sources that you can have available in your "Events Section". The owners of these Event sources have allowed you to re-publish their event items.

Industries List



The Industries list will enable you to set up a product and services directory on your web-site. This works well when tied in with the members function, this is because if you have a lot of members on your site they are able to login and update their details adding their product and services to your site. It can look confusing but is really very easy once you get the hang of it.

Shopping



This function is a shopping cart function. It enables you to sell items on your site with real time credit. You are also able to maintain and update your product listings.

Dynamic Form



A dynamic form lets you make online surveys, helps you gather information and enables you to get feedback about your website. This is a very powerful function when used in the correct way.

Gallery



If you have a lot of pictures that you would like to display then the gallery option is one of the best ways to do this.

Track Reports



This section allows you to view the reports on which web links on your site have had "click-troughs". Each time a visitor clicks on a link or a linked document on your web site then that click is recorded here. This is useful for seeing how much traffic has been created for the off-site resources that you may have or for member's web sites. You can also view which page is the most popular page of your web site that has links on it that web visitors are leaving your web site.

Miscellaneous

Miscellaneous >>>

Add/Edit 

This section allows you to customise the email link that gets placed at the bottom of each page of your web site to encourage web visitors to register themselves in your direct email database. You can also customise the welcome email that they get when they submit the form. There is also a viewable file size used option here as well.

For more help see www.e-c.co.nz/help/

Or email help@e-c.co.nz

In closing:-

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:-

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