



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.

- 1) 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

- 2) The main admin menu is pictured below. 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

The screenshot shows the main admin menu interface. At the top left is the e-cluster logo. The top navigation bar includes 'Main Menu', 'Logged in as... e-c User', and 'in www.yourwebsite.co.nz'. On the right side of the navigation bar are 'Help' and 'Logout' buttons. The main content area is a table with the following rows:

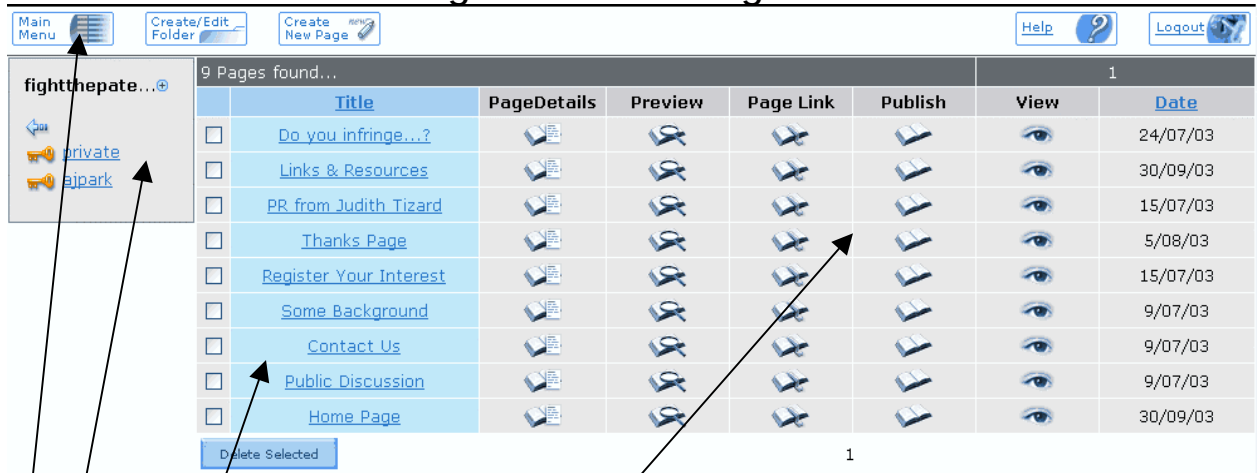
My Users >>>	Add	Edit
Operator Users >>>	Add	Edit
Editor >>>	Add/Edit	
My News >>>	Add	Edit
Forum >>>	Add	Edit
Available News Source >>>	View	
Members List >>>	Add	Edit
Track Reports >>>	View	
Miscellaneous >>>	Add/Edit	

3) Click on "Add / Edit" next to the Editor Heading: -



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.

4) You will see the following Main Editor Page:-




Note the following areas:-


- Navigation Button bar at top – clicking on the buttons take you to different pages – "main Menu" goes back to the main menu, "Create / Edit Folder" allows you to maintain the folders or directories within your web site, "Add New Page" creates a new page in the current folder, "Help" displays the Help for this screen and "Logout" takes you back to the main admin log in.
- Folder List on the left hand side of the screen – This displays the folders under the current one. The "Gold Key" indicates that the folder has a password on it. Click the "Gold Key" to view or change the password and to maintain the text that web visitors see on the window prompting them for their password. Click on the folder name to display the pages within that folder.
- Page List – The pages within this folder are displayed 10 at a time – if there are more than 10 pages then there will be a page 2 of the list. Click on the underlined page title to edit the page.
- Page Actions – These are other details to do with a page within the web site. "Page Details" – by clicking on this link a window opens that lets you change the Page Title, Page Link Name, Company Name, Page Template and to edit the Meta tags for search engines. Click on "Page Preview" to see the contents in a layout format. Click on "Page Links" to create navigation for the particular page – or for groups of pages. Click on "Publish" after you have changed

something to make the page viewable on the public side.

5) Create / Edit Folder Page:-


Create new Folder 

Put... under...

Update Folder 

Change... to...


Delete Folder

Delete... 


You can use this screen to add new folders by typing the new folder name in the top box, to change an existing folder name to something else in the middle box or delete a folder and all the pages within a folder.

Click the "Back to Editor" button to go back to the main Editor window.

6) Main Editor Page:-


Insert Image | Insert File | Insert Internal Link | Insert News | Insert Body Template
Style Font Size **B** *I* U Edit HTML Show Table Border

Whale Island ([see also White Island](#))



Moutohora Island, or Whale Island as it is locally known is located 9.6 km off the coast of Whakatane in the Taupo-White Island marine depression, an area of frequent volcanic activity. The Island is 2.4 km long, about 1 km wide and 353 m at its highest point. The 143 hectare Island is a remnant volcanic cone which has been eroded leaving two peaks, the central (353m) and Pa Hill (189m). Hydrothermal activity occurs in the form of hot springs in Sulphur Valley and in Sulphur and McEwans Bay. There are no permanent streams.

Dolphins Down Under operate a snorkel tour to Moutohora Island during the summer months where we introduce you to the most fantastic wildlife reserve you may ever have the chance to view. We anchor the boat in one of the many calm bays giving you the opportunity to snorkel in the warm clear water and view the abundance of fish life and marine flora. Ideal for families with young children and inexperienced snorkelers.

This is similar to the Word Processors in use today and the functionality works like the word processors. The e-C unique features are the "Insert Images", "Insert File", "Insert Internal Link", "Insert News" and "Insert Body Template" buttons.

For **Inserting Images** and **Inserting Files** please see the other documents available at www.e-c.co.nz/help/

“Insert Internal Link”

Highlight the text that you wish to make a link from and click the “Insert Internal Link” button. This will display a pop-up window where you can select a page from the list or move to another folder to view the pages in that folder. Click the “Select” link to make the link active.

“Insert News”

This is used to insert a Dynamic Component into the page at the position of the cursor. Dynamic components can be News Items, Forum Items, Products and Services Items, Membership Lists, Meetings and other items that are developed in the future. Position the cursor where you would like the dynamic component to be placed and click on the “Insert News” button. This will display a pop-up window where you can select the dynamic component of your choice. See the other documents covering the types of component in the help section at www.e-c.co.nz/help/

“Insert Body Template”

Use this to create a new page with the layout of some existing templates. This will allow you to over write the sample text and include your own images and textual content. For help in creating a new page please see the help section at www.e-c.co.nz/help/

From there it's a simple matter of typing your content into the Editor Window

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

Or email help@e-c.co.nz