



## 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/](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

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

The screenshot shows the e-cluster admin interface. At the top left is the e-cluster logo. Below it is a navigation bar with the text "Main Menu", "Logged in as... e-c User", and "in www.yourwebsite.co.nz". To the right of the navigation bar are buttons for "Help" (with a question mark icon) and "Logout" (with a user icon). Below the navigation bar 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) **“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.

4) **“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.

5) **“Forum”**: -



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 to 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.

For more help see [www.e-c.co.nz/help/](http://www.e-c.co.nz/help/)

Or email [help@e-c.co.nz](mailto:help@e-c.co.nz)