



Recite CMS Control Panel User Guide

Recite CMS 1.7.4

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Chapter 1. Getting Started

This section contains a number of short guides to get you started quickly with Recite CMS. Each section is described in more depth in its respective chapter, however, the information here should be enough to get going with.

When using the Recite CMS Control Panel, please ensure you're using one of the following supported browsers:

- Microsoft Internet Explorer 6¹, 7 or 8
- Mozilla Firefox 2¹ or 3
- Safari 2¹ or 3
- Google Chrome

Logging In

Before you can do anything, you must log in to the Recite Control Panel at the web address provided to you.

Visit the Control Panel URL in your web browser and enter your username and password.

If you have forgotten your password, click the Reset Password button so you can retrieve it. Instructions will be sent your email address with instructions on how to change your password.

Using the Control Panel

Once you have successfully logged-in to Recite you will be shown the Control Panel home page. This page shows you a number of different widgets which can be useful in getting a quick overview of your site. You can control the different aspects of your web site using the tabs in the top-right corner. For example, if you want to upload new files to your web site you would click on the Files tab to open the File Manager.

Visiting Your Web Site

When you log in to the Control Panel you will see an information bar across the top showing your client name and a link entitled View Site. If you click this URL, your web site will be opened in a new browser window.

Control Panel Home Page

The Control Panel home page has a "Widgets" system, which allows you to add any number of widgets to display when you log in. A widget is basically a little self-contained box, each type performing a different task. For example, some widgets provide you with various information about your web site (such as pages in draft that require approval), while others help you perform various tasks quicker (such as seeing most recent e-commerce orders). Widgets exist on a per-user basis, meaning other users who can manage your site will have their own widgets.

Adding a Widget

To add a new widget to the home page, select the widget to add from the right-hand side of the page, then click Add Widget. You will then see the new widget appear in the right-most column.

Removing a Widget

To remove a widget from your home page, simply click on the close icon in the top-right corner of the widget. You will then see it disappear from the page. You can add it back later if you please.

Adding and Removing Columns

Depending on the size of your computer monitor, you may want a different number of columns in which to hold the widgets. To increase the number of columns, click the More Columns link on the right-hand side of the home page.

To decrease the number of columns, click the Less Columns link on the right-hand side of the home page.

Moving a Widget

You can change the column in which a widget is held by clicking and dragging the title bar of the widget. Drag it to new position you want it in. In addition to changing its column, you can also change the order of widgets within a column.

Refreshing a Widget

To refresh the contents of a widget, click the Recite logo in the top-left corner of the widget.

Online Help

Many headings and form fields in the Control Panel include the Online Help icon beside them, which provides a brief description of the object in question. Hold your mouse cursor over the icon for help to appear.

Updating Your Details and Password

To update your account details, click the Your Account tab near the top-left of Control Panel home page.

You can then update any of your details as required.

If you submit this form without entering a new password, then your current password will be retained. If you enter a new password, it will become active when you submit the form, and you will have to use it the next time you log-in.

Logging Out

Once you are logged-in to the Control Panel, there are two ways to then log out. The first is to click the log out link in the lower-left corner, and the second is to simply close your browser.

Next time you visit the Control Panel, your username will be automatically filled out in the log-in form.

Chapter 2. Page Manager

The Page Manager is used to define the structure of your web site and hold the main content of pages. You can create an unlimited number of pages, structured in any way you desire.

For example, you may want your web site to show information about your company, as well as a page for each of your products. Additionally, you may want another page to list your contact details.

A possible structure for this site may look like:

- About Us
- Company Profile
- Latest News
- Products and Services
 - Gizmo 123
 - Widget ABC
- Contact Us

It is in the Page Manager where you would define this structure and create the content for each of these pages.

Getting Started

To get started using the Page Manager, click on the Pages tab in the main navigation.

The Page Manager is split into two sections. On the left hand side is the structure of your web site. For each page in your web site, there is one entry in the tree. We refer to this structure as the "pages tree". If there are more pages within a given page, its icon will look like a folder, otherwise it the icon will look like a piece of paper.

If a folder has a plus or minus icon beside it you can expand or contract the section. Clicking on a page will show its details in the right-hand pane.

Each page that you create can have a live or draft version (or both). Draft pages can only be viewed on your live site while you are logged-in to the Control Panel.

When a page has a draft version only (i.e. doesn't have a live version), the page will appear in the tree in orange text; when a page has both a draft version and a live version, it will appear in green text; when a page only has a live version (as it will a majority of the time), it will appear in the tree in black text.

Viewing Page Summary

To view the summary of a page, select it from the left-hand tree. It will then be displayed in the right-hand pane. Additionally, any sub-pages will be revealed in the left-hand tree.

If the page you are viewing has a live version, a large green box is displayed indicating this. The box also includes the full URL where the page exists on your web site. Clicking it will load the live page in a new browser window.

Note

If the page is live but it is beneath a page that is not live then you cannot view it live.

This "live version box" also contains other options, including the ability to create a draft version based on the live version; edit the live version; send the live version back to draft (overwriting any draft version if there is one); and delete the live version. If you delete the live version when there's no draft then the entire page and sub-pages shall be removed. You will be shown confirmation before this can occur.

If the page you are viewing has a draft version, a large orange box is displayed indicating this. This box contains options to preview the draft; edit the draft version; send the draft version live (overwriting the live version of the page if there is one); and delete the draft. If you delete the draft when there's no live version, the entire page and sub-pages shall be removed. You will be shown confirmation before this can occur.

Creating a Page

To create a new page you can either click the New Live Page or the New Draft Page tab when viewing a page. Either option will create a new page directly beneath the current page. If you click New Live Page then the page will become live as soon as you save it, whereas if you click New Draft Page it will not immediately be published.

To create the page, you must enter its title and URL, as well as selecting a template and entering the page body.

The title is used to identify the page within Recite, and by default will also be displayed live on your web site.

The URL field is automatically generated by what is entered in the title field, but you can overwrite this as required. If you create a page with a URL value of products directly below the home page, the new page will be accessible with the full URL of <http://www.example.com/products>.

The template field determines which layout to use when displaying your page. This lists templates you create in the Template Manager with the type of Page Manager: Page Body.

Next you can enter the content of your page in the WYSIWYG editor. Refer to the WYSIWYG Editor Guide chapter in this guide for more details on how to use the WYSIWYG editor.

Finally, click the Save Page button to save your created page. If the URL value you entered is already in use you will be prompted to enter a new value.

Editing a Page

You can edit a page by clicking the Edit Live tab (for a live page) or the Edit Draft tab (for a draft page). Additionally, you can click Create Live (when you only have a draft) or Create Draft (when you only have a live version).

Editing the page works in the same fashion as creating a new page.

Click the Save Page button to save your changes once complete.

Meta Data

The meta data feature for pages allows you to store arbitrary data against each page. How you use this data is entirely up to you, but it is all made available in your page template, meaning you can output it as required.

To manage the meta data for a page, click the Meta Data tab when viewing a page. To add a new item, enter a key and its corresponding value, and then click the Save Meta Data button. If you use up all the fields, just save what you have done then extra blank fields will be shown.

There is no particular format for the meta data key. It can any string that helps you to easily identify that item. The key is what you use to refer to the value from your template.

To edit a value that has already been saved, just update it as necessary and then click the Save Meta Data button.

To delete an item, empty the key field for the corresponding value. Now, when you submit the form, that item will be deleted.

Sample Uses

- *Page Keywords And Description.* Meta tags are commonly used in HTML pages to list keywords for that page and/or a description. You could either achieve this by putting the keywords and description in your template, or by assigning these values per-page and then adding tags in your template to bring these in.
- *Internal Notes or Documentation.* Perhaps you want to keep track of things you need to update on a particular page. You could use the meta data feature just to track these features.

Just because you are saving meta data with a page, doesn't mean you have to output it on your web site.

Special Meta Data Values

There are several special meta data values that alter how Recite CMS presents the given page to the user.

These values are listed here, as well as the effect they have. The highlighted term in the list below is what you enter as the Key when setting a page's meta data.

- **redirect**: The redirect tag causes an automatic redirect to another page or URL. For instance, if you set this value on your home page, when someone visits the home page of your site, they will be redirected to the URL you enter as the value here.
- **content_type**: The content type of a web address instructs a browser how to interpret the data it receives, thereby showing it to the user correctly. By default, all pages sent by Recite CMS use the type of `text/html`. If you wanted to return, say, XML data (for example if you were outputting a site map for Google Sitemaps), you could set this meta data value as `text/xml`.

Managing Related Pages

It is possible to link a series of related pages to a page, which can then be displayed on your web site.

To create a list of related pages, click on the Related Pages tab when viewing a page. You can then select any number of pages.

Click the Select button to open the page browser. You can then click a folder to view pages within, or click on a page to add it to the list of related pages. To remove a page click on the remove icon to the right of the file.

Once you've made your selections, click the Save Related Pages button.

The list of related pages is then available for display using the Related Pages container rule.

Managing Related Files

It is possible to link a series of files (uploaded via the File Manager) to a page, which can then be displayed on your web site.

To create a list of related files, click on the Manage Files tab when viewing a page. You can then select any number of files.

Click the Select button to open the file browser. You can then click a folder to view files within, or click on a file to add it to the list of related files. To remove a file click on the remove icon to the right of the file.

Once you've made your selections, click the Save Files button.

The list of related files is then available for display from the page template.

Managing Page Permissions

You can restrict access to a page (and its sub-pages) by managing its permissions. For this to work you must have already created a custom user directory in the User Manager.

To manage the permissions for a page click on the Permissions tab when viewing a page. To control permissions, select one of the available options:

- *Inherit permissions*. This option means the page will behave in the same manner as its parent page. If the parent page has restricted access then inheriting the permissions will result in the current page also being restricted. This is the default setting for all pages.
- *Allow access*. This option means the page is available to anybody regardless of the parent page settings. This is useful if you have a single page that you want everybody to access within a restricted area.
- *Restrict access*. Selecting this option allows you to password protect the page (and all sub-pages). You must select the user directory that is allowed to access this page. Additionally, you must select the page that users are redirected to if they try to access this page without authenticating.

Caution

Ensure that the log in page you select does not have restricted access.

Click the Save Page Permissions button to save your settings. When a page is restricted a yellow box indicating that the page has restricted access will be displayed on the page summary.

Deleting a Page

To delete a page, click either the Delete Live Page tab or the Delete Draft Page tab when viewing a page (depending on the options available). If you have both then you will need to delete both the live and draft versions separately.

It is not possible to delete the web site home page.

Chapter 3. File Manager

The File Manager is used to manage all the files on your web site. This includes images, PDF downloads, music downloads, CSS files, and everything else.

Files are organised into separate folders, just like they are on your computer, and you can move files between folders, rename files, rename folders, and edit or overwrite files.

Getting Started

To load the File Manager, click the Files tab in the main navigation. On the left you will see the file uploader at the top and a list of folders beneath it. On the right you will see a list of files in the selected folders.

File Listing

When viewing a folder, files are listed alphabetically with the following details:

- **Checkbox.** You can select multiple files in a folder using the checkbox beside each template. You can then move or delete the selected files using the options at the bottom of the file listing.
- **Name.** This is the name of the file. If you want to include a file in your web site then you refer to it using this name and the path it is in. If the file is an image you will be shown a small preview of the image beside the file name. Clicking on the file name will display more details about the file.
- **Description.** This is the optional description associated with a file.
- **Size.** This is the size of the file.
- **Type.** The type of file. This is automatically detected when a file is uploaded.
- **Modified.** The date and time the file was last modified.
- **Action.** This column contains options to view, edit and delete files. If the file is a text file there is a also a link to directly edit the contents of the file.

Managing Folders

Folders allow you to organise your files however you like. When you import or upload a new file, you can do so within any of your existing folders. You can have any number of folders, and there is also a root folder in which you can store files.

Creating A New Folder

To create a new folder, first select the folder in which you want to create the new folder from the folders tree, then click the Create Sub-Folder tab in the right-hand pane.

Enter the title of the new folder, then click Save Folder. If the folder name you enter already exists, then you will be prompted to choose a different name.

Renaming A Folder

To rename a folder, click the Edit Folder tab when viewing a folder. Make your required changes then click the Save Folder button.

Custom Fields

When you edit a folder you can choose to manage a list of custom fields for the folder. Doing so allows you to store additional data with any files uploaded to the file. This data is available for each file in container rules.

Deleting A Folder

To delete a folder and all folders and files within it, click the Delete Folder tab when viewing a folder.

You will then be prompted to confirm that you want to delete the folder. Click Yes, delete the folder to confirm deletion.

Caution

Once folders or files are deleted they cannot be recovered.

Uploading Files

Files can be uploaded using either the file importer option when viewing a folder, or by using the multi-file uploader.

Additionally, you can upload a large number of files at once by uploading a ZIP file. Recite contains an option to extract ZIP files and save all files within into the File Manager.

Including Files On Your Web Site

Once you have uploaded a file to the File Manager, you will probably want to include it somehow on your web site. If the file is an image, you will want to display the image, while if it is a PDF file, you may just want a text link to the file.

All references to files from your web site must use the file prefix `/assets`. For example, if you have a file called `logo.gif` in a directory in the File Manager called `images`, you would reference it on your web site using `/assets/images/logo.gif`. Doing so using an HTML image tag would be achieved as follows:

```

```

Likewise, if you had a PDF file in the root folder you want to link to, you might use:

```
<a href="/assets/company-information.pdf">Company Information (PDF)</a>
```

File Details

When you click on a filename in the folder listing, you will be brought to the summary page for the selected file.

On this page, you will see everything about this file, including its full path as it should be referenced from your web site; its file type; and the size of the file.

Additionally, any extra fields will be displayed as required. For example, if the file is an image then its dimensions will be shown along with a preview of the image. If the folder in which the file resides has custom fields then the custom fields shall also be displayed.

Editing a File

You can edit details of a file by clicking the Edit File tab when viewing a file. This allows you rename the file and set the file description. If the current folder has any custom fields, you will be able to set the corresponding value when editing the file.

Click the Save File button to save your changes once complete.

Importing a New Version

If you want to replace an existing file with a new copy (without deleting and re-creating the file), you can click the Import New File tab when viewing a file's details. This will allow to upload a new file, similar to when you upload files initially.

If the file you are importing has a different name to the existing file, you can choose whether to keep the existing name as it exists in Recite, or use the name of the new file.

Deleting a File

To delete a file, click on the Delete File tab when viewing a file, or click on the delete icon when viewing files in a folder. You will be prompted to confirm file deletion.

Be aware that if your web site referenced the file, the link will no longer work.

Caution

Once a file is deleted it cannot be restored.

Uploading and Accessing Files Through The WYSIWYG

Once files have been uploaded you can then use them on your web site. Certain files and images (such as your logo or web site style sheets) will be included in your templates, but most other files you will add to individual pages on your web site through the What You See Is What You Get (WYSIWYG) editor.

The Recite WYSIWYG editor integrates directly with the File Manager, meaning you can browse files through it, as well as uploading files and creating folders.

For further details on doing so, refer to the WYSIWYG Editor Guide chapter.

Chapter 4. Template Manager

The Template Manager is used to control the layout of all pages in your web site. It is perhaps to most difficult aspect of running your web site with Recite CMS, however, once it has been done initially you will rarely need to make further changes to your templates.

All templates are written using Smarty Template Engine [<http://smarty.net>] syntax. You can find the complete Smarty manual at <http://smarty.net/manual/en>.

Getting Started

To get started using the Template Manager, click the Templates tab in the main navigation.

The Template Manager is split into two sections. In the left-hand section there is a listing of all template folders. The right-hand section lists all templates within the selected folder. Clicking on the title of a template in the main pane will load its details, giving you a preview of the template.

Templates Listing

When viewing a folder, templates are listed alphabetically with the following details:

- *Checkbox*. You can select multiple templates in a folder using the checkbox beside each template. You can then move or delete the selected templates using the options at the bottom of the template listing.
- *Name*. This is the name of the template. If you want to include a given template in another template, you do so by using this name (as well as its path. For example, `/path/to/myTemplate.tpl`). Clicking on the template name will load the template's details.
- *Description*. This is the optional description entered when creating the template.
- *Type*. The type of template chosen when creating the template. The type determines which data is available in the template and where it can be used.
- *Modified*. The date and time the template was last modified.
- *Action*. This column contains options to view, edit and delete templates.

Managing Folders

Folders allow you to organise your templates however you like. When you create a new template, you can create it within any of your existing folders. You can have any number of folders, and there is also a root folder in which you can store templates.

Creating A New Folder

To create a new folder, first select the folder in which you want to create the new folder from the folders tree, then click the Create Sub-Folder tab in the right-hand pane.

Enter the title of the new folder, then click Save Folder. If the folder name you enter already exists, then you will be prompted to choose a different name.

Renaming A Folder

To rename a folder, click the Edit Folder tab when viewing a folder. Make your required changes then click the Save Folder button.

Deleting A Folder

To delete a template folder and all folders and templates within it, click the Delete Folder tab when viewing a folder.

You will then be prompted to confirm that you want to delete the folder. Click Yes, delete the folder to confirm deletion.

Caution

Once folders or templates are deleted they cannot be recovered.

Creating a Template

To create a new template, first select the template folder in which you want to store the new template. Next, click the Create Template sub-tab.

First on this form the path in which the template will be created is shown. Next you must select the type of template you wish to create. This type will depend upon how you want to use the template. For instance, to create a template you can use when creating new Page Manager pages you would select **Page Manager: Page Body**.

Once you select a template type a list of pre-built templates will be loaded from which you can base your template. This is used to save you time creating your template. If you select a template then click the Load button, the main editing area will be populated with the template.

When you load a pre-built template, the template name field will also be filled-in if you haven't already entered its name. This name is used to identify the template throughout Recite.

Tip

A common convention is to end template names with `.tpl` so you can easily recognise the name as a template name. For example, you might enter `page.tpl` as the name of a template used to output a page.

When you save your template, Recite will check to ensure the template name isn't already in use in the selected template folder. If it is, you will be prompted to enter a new template name.

Next, you can enter a description for the template. This is used so you can make any internal notes on the template that may be important.

Finally you can write your template or make changes to a loaded pre-built template. You can always reload a pre-built template if you need to.

Click the Save Template button to save your template. Recite will then check to make sure there are no mistakes in your template.

Editing a Template

To edit a template, either click the Edit Template tab when viewing a template, or click the edit template icon when browsing templates in a folder.

You will then be taken to the template editing form. This form works identically to the template creation form except that it is pre-loaded with the existing template.

Make any changes as required then click the Save Template button.

Deleting a Template

To delete a template, either click the Delete Template tab when viewing a template, or click the delete template icon when browsing templates in a folder.

You will then be shown a confirmation page which will list all the pages on your web site that use the template.

Click the Yes, delete the template button to permanently remove it from your web site.

Caution

Any pages or container rules in your web site that relied on the deleted template may no longer display properly.

Chapter 5. Calendar Module

The Calendar Module is used to store date-based data, such as latest news, press releases or blog posts.

Getting Started

To use the Calendar Module, click the Calendar tab in the top-right of the Control Panel. The calendar module will then be loaded, showing you a list of calendars and a summary of calendar events.

At the top of the left-hand pane there are three tabs: the first (selected by default) shows you an overview of all calendars, the next shows you a list of categories to which events can be assigned, and the final shows set-up options.

Importing Events

You can add a large number of events to the calendar module at a time using either events CSV importer. To use the importer, click on the Import Events tab when viewing a calendar.

You will then be prompted to upload a CSV file and select the type of events you're importing. Additionally, you can choose how the importer should handle duplicate rows. You can choose the field which determines that a row is a duplicate and what to do when a duplicate is found.

The first row of the CSV file must contain the headings of which fields to map to. These headings should correspond to the names of the custom fields for the event type you're importing. Additionally, the following field titles are mapped to the event:

- Title
- Start
- Finish
- Files
- Categories

After the CSV file has been uploaded and processed (which may take a few minutes for a large file) you will be shown a summary of what occurred, such as the number of valid rows, number of rows created and a summary of any errors that occurred.

Date Format

When importing events you must specify the start and finish time of the events (the heading names in the CSV should be Start and Finish respectively). You can either specify the start and finish with a date and time or just a date (both must be in the same format).

If you're specifying the date and time the format is `YYYY-MM-DD HH:MM:SS`, whereas if you're just specifying the date the format is `YYYY-MM-DD`.

If you specify only the date then the event is treated as an all day event.

You can specify the finish time stamp to be the same as the start if required.

Linking Categories

You can link imported events to categories by specifying a column called `Categories`. Each event can be linked to multiple categories, each of which should appear on a new line within the event.

Categories are specified by separated the category path using a slash. For example, if your main categories is **News** and sub-category is **Press Releases**, the full category path is **/News/Press Releases**.

Linking Files

You can link imported events to files in the File Manager by specifying a column called **Files**. Each event can be linked to multiple files, each of which should appear on a new line within the event.

Files are specified using their full path in the File Manager.

Note

Don't prefix the path with **/assets** as you would on the client web site.

Handing Duplicates

When viewing the matrix of import data, you can choose how duplicate rows should be handled. If a row is deemed to be a duplicate, you can choose to create a new event (in addition to the original); you can update the original with new data; or you can flag the row as an error.

In order to detect duplicates you must choose which field determines whether a row is a duplicate or not.

Additionally, you can choose the scheme for updating categories and files. You can either replace current categories or files with those specified in the new CSV, or you can merge them.

Exporting Events

You can export events that belong to a calendar using the event exporter tool. You can only export one type of event at a time (this is because different event types will have a different set of fields).

To export events, select the Export Events tab when viewing the calendar from which you want to export. You will then be required to select the type of events you wish to export. Once chosen, you can then decide which fields you want to export and the order in which they will appear.

Once you have chosen the fields you will be sent a CSV file containing all the exported events. The events will be exported in a format that is also compatible with the event importer (including files and categories).

Personal Calendars

It is possible for users of your web site to keep a list of events you have published that they are interested in. This works similarly to a shopping cart in that they can add or remove events to their own personal list of events. This is available to both logged-in users and anonymous users.

Note

The difference between the "event cart" and a real shopping cart is that you can't buy events, and the event cart doesn't have the concept of quantities.

For this to work you need to give your user the option to add an event to their cart. You can do this when outputting a list of events (with the Calendar: Event Index container rule) or when displaying a single event's details (with the Calendar: Event Details container rule).

You can then add the Calendar: Event Cart container rule so a user can view and manage their events.

Event Clashes

In the event a user adds events that clashes with each other, you can give the user the option to choose their preference for clashing events. This is covered below.

Event Management Actions

You can add or remove events using either normal forms or Ajax requests. If you use Ajax, JSON data is returned that you can use as required. This is covered shortly.

Adding Events: cartadd

To add an event, submit your form to `forms.cartadd.action` with a form method of `forms.cartadd.method`. This form requires a parameter called event which contains the URL value (such as `event.url`) of the event.

If not using Ajax, you can specify the return parameter which contains the URL of the page to load after the event has been added. If this omitted the user is returned to page they were on when they added the event.

Here is a sample template:

```
<form method="{forms.cartadd.method}" action="{forms.cartbulk.action}">
  <div>
    <input type="hidden" name="event" value="{content.url|escape}" />
    <input type="submit" value="Add" />
  </div>
</form>
```

Additionally, the event data contains a parameter called `in_cart` which is true if the event is already in the user's cart, and false if not. You can use this determine whether to show add button or a remove button (removing is covered shortly).

```
{if $content.in_cart}
  { * show remove form or no form * }
{else}
  { * show add form * }
{/if}
```

Removing Events: cartremove

Similar to adding events, you can also remove them. The only difference is that you use the `forms.cartremove.action` and `forms.cartremove.method` values instead.

You can use the `in_cart` variable once again to determine if the event is already in the cart, although if you're using the event cart rule you can assume that all events are already in the cart.

A sample template is as follows:

```
<form method="{forms.cartremove.method}" action="{forms.cartremove.action}">
  <div>
    <input type="hidden" name="event" value="{content.url|escape}" />
    <input type="submit" value="Remove" />
  </div>
</form>
```

Emptying Event Cart: `cartempty`

To remove all events in a user's cart, submit to the `forms.cartempty.action` URL.

```
<form method="{forms.cartempty.method}" action="{forms.cartempty.action}">
  <div>
    <input type="submit" value="Remove ALL" />
  </div>
</form>
```

Resolving Clashes: `cartclash`

When using the event cart and displaying a list of all events for a user, you can also determine any clashes using the `clashes` array. Each element in this array has a key and value: The key is the ID field of the event it clashes with, while the value is the URL field of the preferred event.

To resolve a clash you must submit to `forms.cartclash.action`. There are three required parameters: `event1`, `event2` and `preferred`. The first two parameters (`event1` and `event2`) correspond to the ID field of the two events the clash is being resolved for, while the `preferred` field should contain `0` for no preference, the value of `event1` if the first event is preferred, or the value of `event2` if the second event is preferred.

A sample template is provided with Recite for outputting clash data and resolve form.

Bulk Managing Events: `cartbulk`

You can bulk add or remove events using the `forms.cartbulk.action` URL. This action can accept an array called `add[]` which contains the URL field of events to add, an array called `remove[]` which contains the URL field of events to remove, and a parameter called `empty`, which if present will empty the cart.

Events are removed prior to being added, so if the same URL is present in the `remove` and the `add` arrays then ultimately the event will be added.

There is a sample template provided with Recite which demonstrates this functionality.

Form Response Data

When you submit any of the described actions, you can access a summary of what has occurred in the event cart container rule. This is available with the `status` array, which contains the following keys:

- `added` – List of events that were added
- `updated` – List of events that were updated (specifically, events that has clashes resolved)
- `removed` – List of events that were removed
- `emptied` – True if the event cart was just emptied

There is a sample of this in the `cart-summary.tpl` template in Recite.

Ajax Response Data

If you submit any of the cart actions using Ajax, the following data is returned as a JSON array. Note that any of these may be omitted.

- `added` – An array of events that were added. Each element is an object with an `id` and `title` property corresponding to the event that was added.

- `removed` – An array of events that were removed. Each element is an object with an `id` and `title` property corresponding to the event that was removed.
- `emptied` – This is a boolean set to `true` if the cart was emptied.
- `error` – This is a boolean set to `true` if an error occurred.
- `errmsg` – If an error occurred then this contains a description of the error that occurred.

Chapter 6. Listings Module

The listings module is used to store an arbitrary list of data. You can have any number of listing types and any number of listings of each type.

Importing Listings

You can add a large number of listings at a time using either the importer or the bulk-adder. If you upload a CSV file with the importer, you will then be shown the bulk-add form populated by the CSV data.

To use the importer, click on the Import Listings link from the Setup tab in the Listings module. You will then be prompted to upload a CSV file and select the type of listings you're importing.

The first row of the CSV file must contain the headings of which fields to map to. These headings should correspond to the names of the custom fields for the event type you're importing. Additionally, the following field titles are mapped to the event:

- Title
- Files
- Categories

Next you will be shown the listings found in your CSV file, where you will be able to make any changes as required, as well as seeing any errors that occurred.

Linking Categories

You can link imported listings to categories by specifying a column called **Categories**. Each listing can be linked to multiple categories, each of which should appear on a new line within the listing.

Categories are specified by separated the category path using a slash. For example, if your main categories is **Australia** and sub-category is **South Australia**, the full category path is **/Australia/South Australia**.

Linking Files

You can link imported listings to files in the File Manager by specifying a column called **Files**. Each listing can be linked to multiple files, each of which should appear on a new line within the listing.

Files are specified using their full path in the File Manager.

Note

Don't prefix the path with **/assets** as you would on the client web site.

Handling Duplicates

When viewing the matrix of import data, you can choose how duplicate rows should be handled. If a row is deemed to be a duplicate, you can choose to create a new listing (in addition to the original); you can update the original with new data; or you can flag the row as an error.

In order to detect duplicates you must choose which field determines whether a row is a duplicate or not.

Additionally, you can choose the scheme for updating categories and files. You can either replace current categories or files with those specified in the new CSV, or you can merge them.

Exporting Listings

You can export listings that using the listings exporter tool. You can only export one type of listing at a time (this is because different listing types will have a different set of fields).

To export listings, select the Export Listings tab from the Setup tab in the listings module. You will then be required to select the type of listings you wish to export. Once chosen, you can then decide which fields you want to export and the order in which they will appear.

Once you have chosen the fields you will be sent a CSV file containing all the exported listings. The listings will be exported in a format that is also compatible with the listing importer (including files and categories).

Chapter 7. E-Commerce Module

The Recite E-commerce module allows you sell your products and services online. Users can place orders on your web site and pay in real-time using third party payment providers. This section covers the various aspects of the e-commerce module, including:

- Configuring e-commerce settings
- Managing products and product types
- Managing suppliers and supplier types
- Managing orders

Getting Started

To load the e-commerce module, click the Ecommerce tab in the top-right of Recite.

Managing Product Types

Product types allow you to store different properties for different products. For example, your online store might sell shoes and books. In this case you would create a product type called "Shoes" with a "Size" and "Colour" property, as well as a "Books" product type which has an "Author" property.

To manage product types, first click the Setup tab in the top of the left-pane of the E-commerce module. Under the Product Types headings, click Browse product types to view existing types.

Creating a Product Type

To create a new product type, click either the Create new product type link in the left navigation, or click the Create Type at the top of the right-hand pane.

You will then be required to enter a title for your product type, as well as selecting the custom fields for the type. As an example, if you were to create a product type called "Shoes", then you might add an **Integer** field called "Shoe Size".

After saving the product type, you will be redirected to the details page for the product type.

Editing a Product Type

To edit a product type, you can either click the Edit icon when viewing all product types, or click the Edit Type tab at the top of the right-hand pane when viewing the type details.

Make any changes required then click Save Product Type to save the changes. If you remove a field accidentally the associated data will not be removed from any products – if you re-add the field the data will then be available again for associated products.

Deleting a Product Type

To delete a product type, click the Delete Type tab from the top of the right-hand pane when viewing a product type. Deleting a product type will not delete products of that type.

Managing Product Categories

Product categories allow you to easily categorise your products. You can have any number of categories or sub-categories, and each product can belong to any number of categories.

Creating a Category

To create a category, click the Create Sub-Category tab from the top of the right-hand pane when the Products tab is selected in the left-hand pane. The category you create will be a sub-category of the category that is displaying in the right-hand pane.

Enter the category title and click Save Category. Note that you can also choose to enter further details about using the WYSIWYG editor.

Editing a Product Category

To edit a product category, select the category you want to edit from the left-hand pane and then click Edit Category from the top of the right hand page.

Update the details as required and click the Save Category button to save your changes.

Managing Category Files

You can assign any number of files to a category by clicking the Manage Category Files tab when viewing a category. This is useful if you want to assign an image to a category for output on your web site.

Select any files as required then click the Save Files button to save your changes.

Deleting a Product Category

To delete a product category, select the category you want to delete from the left-hand pane and then click Delete Category from the top of the right hand page. You will then be prompted to confirm that you want to delete the category.

Click the *Yes, delete the category* button to confirm deletion.

Note

Deleting a category will not cause any products to be deleted, but all sub-categories contained within the deleted category will also be deleted.

Managing Products

You can browse all products by selecting categories from the left hand column when the Products tab is selected in the left-column. Since products can be in multiple categories, the same product may appear in several categories.

Additionally, you can view all products that belong to no categories by clicking on the root Product Categories item.

Creating a Product

To create a new product, click the Create Product tab in the right-column. You will then be prompted to choose the type of product to create (if you have more than one to choose from).

Next you can enter the details for the new product, including its price and categories. To save the product, click the Save Product button. If any fields have errors you will be prompted to fix the fields before the product is saved.

Once you have saved your product you will be taken to a summary page for the product.

Editing a Product

To edit a product you can either click the edit icon when viewing a category or click the Edit Product tab when viewing the product you want to enter. Update any details as required then click the Save Product button to save your changes.

Note

In order to edit the price of a product you must instead use the pricing management tab.

Managing Product Pricing

To manage the pricing for a product, click the Manage Pricing tab when viewing a product. This page allows you to set a different price for a product based on the quantity being purchased. If you want to charge less for people who buy 4 or more of a product, you would enter the base price for 1+, and then 4 in the next row and the price for the 4th and subsequent items.

Click the Save Pricing button to save your changes.

Managing Product Files

You can assign any number of files from the File Manager to a product by clicking on the Manage Files tab when viewing a product.

Select any files as required then click the Save Files button to save your changes. These files are then available for output when displaying a list of products or a single product's details.

Managing Product Availability

To manage the availability of a product, click the Manage Availability tab when viewing a product. This allows you to set the quantity you have in stock, as well as the date range when a product is available to be purchased.

When setting the product quantity a summary of existing quantities in use is shown.

Click the Save Availability button to save your changes.

Deleting a Product

To delete a product, either click the delete icon when viewing a product category or click the Delete Product tab when viewing the product you want to delete.

You will be prompted to confirm that you want to delete the product. Click the Yes, delete this product button to confirm deletion.

Managing Orders

When a user places an order on your web site it will appear in the order management area of the e-commerce module. To open the order management area click the Orders tab at the top of the left-hand column.

You will then be shown options to browse orders by status, as well as a summary of recent orders in the right-hand column.

Viewing an Order

To view an order, click either the order number or the information icon of the order you want to view. You will then be shown the order summary page. The order summary includes the following:

- **Order Status.** This shows a colour-coded summary of the order, as well as options specific to the current status.
- **Order Details.** This shows details of the person who placed the order. The fields shown here are those specified when configuring the order settings.
- **Order Items.** This shows a list of all items in an order, including the total and any discounts applied.
- **Order Payments.** This shows all payments that have been recorded against the order. This includes any refunds that have been given.
- **Order History.** This shows a list of all actions that have occurred on the order, such as when a payment is recorded.

Re-Sending Order Details to Customer

If you want to re-send the details of an order to customer you can do so by clicking the Re-Send Order Placed Email button when viewing an order.

Note

For this functionality to work you must have an email address associated with the order. This is achieved by having an email address field in the order fields.

Issuing Refunds

Note

If you are using PayPal then you should issue refunds using the PayPal interface. PayPal will then notify Recite automatically and the order will be updated in Recite accordingly. For this to work you must set your payment notification in PayPal. This is done under My Account > Profile > Selling Preferences > Instant Payment Notification Preferences > Edit. Check the checkbox to enable IPN and enter the URL of to http://example.com/__/ecommerce/paymentnotify (replacing example.com with your own domain).

To issue the refund in PayPal first find the transaction you want to refund and view its details. Scroll to the bottom of the transaction and click Issue Refund. Follow the on-screen instructions to complete the refund. Once issued Recite will be notified.

Managing Coupons

Coupons allow you to give discounts to your customers by way of a coupon code. That is, users can enter a coupon code when they follow through your web site's checkout process. To manage coupons, click the Setup tab at the top of the left-hand column in the Ecommerce module.

Once the Setup section loads you will have access to view coupons or create a new coupon. Click View Coupons to see a list of existing coupons.

On this page you will see the title, description and code of all coupons.

Creating a Coupon

To create a new coupon, either click the Create new coupon link in the left-hand pane or click the New Coupon tab in the right-hand pane.

When the coupon creation form shows, enter all details as required and click Save Coupon to save your new coupon. If any fields have errors you will be prompted to correct them.

Once your coupon has been saved you will be taken to the coupon summary page.

Editing a Coupon

To edit a coupon, you can either click the edit icon when viewing coupons, or you can click the Edit Coupon tab when viewing a coupon.

Update any details as required and click the Save Coupon button.

Deleting a Coupon

To delete a coupon, either click the delete icon when viewing coupons, or you can click the Delete Coupon tab when viewing a coupon.

You will be prompted to confirm deletion of the coupon. Click the Yes, delete this coupon button to confirm deletion.

Chapter 8. Users Module

The users module is used to manage all user-related data on your web site. Users are split up into "user directories," allowing you to organise your users based on the type of user they are. For example, you might have one user directory to store users for your newsletter and another directory hold users that can access a secure area on your site.

Additionally, the users module is used to manage users that can log in to the Recite Control Panel and make changes to your web site.

Getting Started

To begin with the users module, click the Users tab in the main navigation. When the users module loads, you will see two columns: on the left is a list of user directories and mailing lists, while on the right is a summary of user directories with options to view, edit or delete directories.

In the left column it is also possible to change the view so you can manage Control Panel users and permissions. Click the Control Panel Users tab at the top of the left column to load this section.

User Directories

You can create any number of custom user directories, each of which is used to hold different types of users. Each directory can hold any number of users, each of which must have a unique username to identify them from other users.

Creating a User Directory

To create a user directory, click the Create User Directory link in the left column, or the Create Directory tab at the top of the right column.

First you must enter a title by which to identify the users. For example, if you're creating a user directory to hold web site members, call the directory "Members".

You can choose whether a user account is instantly activated or must be approved by an administrator. If the account must be approved then the user status is set to **Inactive**.

Additionally, you can choose whether or not to send a welcome email to newly created users. You can choose the email subject and template to use for this email.

Note

If users must be manually approved then the welcome email is sent to the user only once their account is approved (that is, when it is set to active).

It is also possible to define a list of custom fields for all users in the directory. When you create a new user (or when a new user registers) the fields specified here must be filled-out.

Tip

If you select the Control Panel only option when creating a custom field, the field will not be shown to users when they use the front-end registration form, but it will be when creating or editing users via the Control Panel.

To save the new user directory, click the Save Directory button. Once the directory is saved you will be taken to a listing of all users in the directory. Initially this will have no users in it.

Editing a User Directory

To edit a user directory, click the Edit Directory tab when viewing the directory you want to edit. You will then be shown the same form as when creating a directory.

Make any changes as required then click Save Directory to save your changes.

Deleting a User Directory

To delete a user directory, click the Delete Directory tab when viewing the directory you want to delete. You will be prompted to confirm that you want to delete the directory.

Click the Yes, delete this directory button to delete the directory.

Caution

When you delete a user directory all users within the directory are also deleted and cannot be recovered.

Importing Users

To import many users into a directory at once you can do so using a CSV (comma-separated values) file. The first column of the file must list the user fields as they are specified in the user directory settings.

To use the importer, click the Import Users tab when viewing a user directory. You can choose to either auto-generate usernames and passwords or you can specify them in the file by using columns called **Username** and **Password** respectively. If you only have access to the MD5 hash of the user's password, the importer will auto-detect that value if you include it in the password column.

Once you upload the file and it has been processed (which may take a few minutes, depending on the size of the file), you will be shown a summary of what occurred. This includes number of users created or a summary of errors that occurred.

Exporting Users

To export the users in a user directory as a CSV (comma-separated values) file, click the Export Users tab when viewing a directory.

You will then be prompted to choose which users you would like to export based on their user status.

Click the Export Users button to start downloading the CSV file.

Managing Users

Once your user directory is set up, you can manage the users in that directory. Users can be created either manually through the Control Panel, or by users registering on your web site. This section covers how to manage users in the Control Panel.

Note

For users to be able to register on your web site you must create a User Registration form and add it to your site.

Viewing Users

When you view a user directory a list of users in the directory is shown. The columns displayed are generated based on the fields you created when the directory was created. You can click on the user's username to view that user, or use the filters on the page to narrow down the list of users shown.

Re-Sending Welcome Email

If you want to re-send the welcome email to a user you can do so by clicking the Re-send Activation Email button beside the user status when viewing the user. This will reset the user's password so it can be included in the email.

Note

This option is only available to active user accounts. Additionally, the user directory to which they belong must be set to send out welcome emails to new users. Note also that if the user doesn't have an email address then this feature will not work.

Creating a User

To create a user in the current user directory, click the Create User tab when viewing the directory. You will then be taken to a form where you can enter the details of the user.

This form will prompt for the username, password and status, as well as any custom fields defined when you created the user directory.

Note

Every user in a single user directory must have a unique username. If you enter a name that is already in use you will be prompted to enter a different username.

Once you have entered the new user's details, click the Save User button. If no errors occur you will be taken to the summary page for that user.

Editing a User

To edit a user, click either the edit icon when viewing a user directory, or click the Edit User tab when viewing the user you want to edit. You will then be shown a form similar to the user creation form.

Note

When you view this form the password field is intentionally left blank. Leave the value blank to retain the existing password, or enter a new password for the user.

Update any details as required then click the Save User button. Once the user is saved you will be taken back to the user summary page.

Note

If your user directory sends out a welcome email and you change a user's status to **Active**, the user will be sent out a welcome email.

Deleting a User

To delete a user, click either the delete icon when viewing a user directory, or click the Delete User tab when viewing the user you want to delete. You then be prompted to confirm deletion of the user.

Click the Yes, delete this user button to delete the user. You will then be taken back to the directory user listing.

Mailing Lists

To send out mass-emails to users in a user directory you can use the Recite mailing list functionality. Currently Recite supports a third-party provider Campaign Monitor [<http://www.campaignmonitor.com>].

Each mailing list you create belongs to a single user directory. Note however that a user directory can have any number of mailing lists associated with it.

Tip

If you add a user registration form to your web site you can list out all mailing lists to the registering user so they can easily choose which lists they wish to be on. This is useful if you want to have one mailing for company news, another for upcoming events, etc.

Campaign Monitor

In order to use Campaign Monitor with Recite, you must first save your API key and Client ID (provided by Campaign Monitor) in Recite. This is achieved by creating two custom settings: one with the key `campaign_monitor_api_key` and the other with the key `campaign_monitor_client_id`.

For more details on creating custom settings, refer to the Custom Settings section.

Viewing Existing Mailing Lists

To view a summary of existing mailing lists, click the View Mailing Lists link in the left-column of the Users module.

You will then be shown any existing lists in the right-hand column, along with the directory each list belongs to and options to view, edit and delete the mailing list.

Creating a Mailing List

To create a new mailing list, click either the Create Mailing List link in the left-hand column or the New List tab when viewing mailing list overview.

First you must choose the mailing list type to use. Select Campaign Monitor from this list and click the Creating Mailing List button.

Next you will have to enter a title by which to recognise the mailing list, as well as selecting the directory the mailing list is to be linked to.

Tip

If you want any newly-created users in the linked directory to be subscribed to the mailing list, check the Auto-subscribe new users box. Users will only be subscribed once their account is activated.

Additionally, you will then need to enter any options associated with the mailing list type. For example, for Campaign Monitor list you will have to select the subscriber list created in Campaign Monitor.

Note

Currently you have to manually create your subscriber lists in Campaign Monitor.

Once you have entered all the settings click Save Mailing List to save your new list. If any fields have errors you will be prompted to fix them before your list can be saved.

Editing a Mailing List

To edit a mailing list you can either click the edit icon when viewing all mailing lists, or you can click the Edit List tab when viewing the mailing list you want to edit.

You will then be shown a form similar to the form when the mailing list was created, except you are unable to change the user directory the mailing list is linked to.

Click the Save Mailing List button to save your changes.

Deleting a Mailing List

To delete a mailing list, either click the delete icon when viewing all mailing lists, or click the Delete List tab when viewing the list you want to delete.

You will be prompted to confirm that you want to delete the list before it is deleted. Click the Yes, delete this mailing list button to delete the list.

Note

If you delete a mailing list that uses Campaign Monitor, the remote subscriber list is left untouched when you delete a mailing list in Recite. That is, the subscriber list will remain in Campaign Monitor and all users will remain in that list.

Synchronising a Mailing List

If you believe the data in Campaign Monitor doesn't match our local directory data, you can force the list to synchronise with Campaign Monitor by clicking the Synchronise Mailing List button when viewing the mailing list.

Caution

This can be a slow process if your user directory is large.

Managing Duplicate Users

Recite features a "duplicate user manager" which allows you to find users that appear multiple times in your user directories. A user may appear in the same directory more than once or they may appear once each in several user directories.

You can use the duplicate user manager to find these users and act upon them as required. For example, you may want to remove all subsequent occurrences of a user, or you may want to subscribe them to or unsubscribe them from a mailing list based on which directories they appear in.

When finding duplicates you can choose which fields to base the search on. For example, if your user directories include fields for first name, last name and email, you can choose to find duplicates based on these fields. The values will be compared in each user directory you're searching to decide if a user account is a duplicate.

Using the Duplicate Manager

To use the duplicate user manager, click the Manage Duplicates link under the Tools heading in the User Manager. You will then be prompted to select two user directories in which to search. You can use the same directory for both – doing so will search for multiple registrations in the same directory.

Mapping Fields

After you have selected the user directories you will be prompted to map the fields between the two user directories. All of the fields that appear in the first directory selected appear on the left. Check the box next to each field you want to use for search.

To the right of each field is a list of fields that appear in the second directory. For each field with a checked checkbox you must select the mapped field.

Once you have completed this mapping click the Find Duplicates button. This process may take a short amount of time.

Managing Duplicates

After the search is complete you will be shown a list of users that are considered duplicates. On the left of the display is the user that appears in the first directory you selected. To the right is the duplicate user found from the second directory. Further right still is a confidence rating. This is a percentage of how closely the two users match based on the mapped fields. A rating of 100% means all selected fields match exactly.

You can then choose to handle users from each directory as you please. For each directory you can select whichever users you require and the action to perform on the selected users. Currently you manage mailing list subscriptions as well as deleting user accounts.

Once you've selected users and the actions to perform click the Submit button to perform the selected actions.

Control Panel Users

The users module allows you to manage users that can access the Control Panel for updating your web site. The users for accessing the Control Panel are completely separate from the users in your user directory; users in your user directories can not access the Control Panel.

You can control which areas of the Control Panel users can access using user roles. Each user role can access whichever modules you choose, and each user role can have any number of users. When you create a new Control Panel user you select which role the user has.

Chapter 9. Form Management

Chapter 10. Search Management

Chapter 11. Container Management

The container management mode in Recite allows you to insert dynamic content into any of all of your web pages in real-time while you view them.

When your site templates are created, it is possible to define areas on your page which can hold the content. These are called containers. For example, if your site has a navigation bar in which you want to show pages you have created in the page manager, you would add a container to the area of the page where the navigation should be.

Inside each container you can have "container rules". In the above example, you would add the Site Map rule to your navigation container which would then display a list of pages in your site. Each container can have any number of rules.

Some containers are called "global containers", meaning the rules you add will appear on multiple pages, while non-global containers will display content only on the pages on which you add rules.

Getting Started

To view your web site in container management mode, click the Manage Containers link in the top-left of the Control Panel.

Your web site will then load in a new window, but instead of looking like it does to normal visitors of your site, you will see a number of containers on your page.

You are now in container management mode, meaning you can add new rules; edit settings for existing rules; change the order in which rules appear within a container; or delete rules.

If a container has rules in it already, each rule will be indicated on your web page, since the content of the rule will be wrapped in a titled box indicating the type of rule.

Opening a Container

Opening a container allows you to add new rules to a container, edit existing rules, re-order rules and delete rules.

To open a container, click on its title when viewing your web page in container management mode. A popup window will open showing you a list of existing rules in the container.

If the container already has rules in it and you click on the rule title instead of the container title, the popup will instead load the settings of the rule you clicked.

Creating a Rule

Once you have opened the container, you can add new rules to it. You can do so by selecting the rule you want to add from the dropdown box and click the Add Rule button.

You will then be shown a form with options to create the new rule. Each rule has different options you can choose from. For specific help on each rule type either check this user guide or use the inline help next to each option.

Once you have selected the rule options click the Save Rule button. If there are any errors you will be prompted to fix them before the rule is saved. If you click Cancel the rule will not be added and you will be returned to the container details page.

If you then refresh the page on which you added the rule you will now see the output for the rule.

Editing a Rule

To edit a rule, you can either click on the rule when viewing your web site in container management mode, or you can click on the rule after opening the container.

The options for the rule will once again appear just as when you created the rule. If you click Cancel your changes will be discarded but the rule will still remain in the container.

To save your changes, click the Save Rule button.

Reordering Rules

If your container has more than one rule you can change the order in which they appear on your page.

When you open the container you will see a list of rules on the container. If the container has more than one rule you will see an arrow icon to the left of each rule. Click the icon beside the rule you want to move then drag it up or down.

Your changes are saved in real-time when you release the button.

Removing a Rule

To remove a rule from a container, click the delete icon to the right of the rule you want to delete when viewing the container.

You will be prompted to confirm that you want to delete the rule. Click OK to delete the rule.

Adding Containers to Templates

To include a container on your web site, use the `{container}` function in your templates. When you add this to your template, a container will then appear when viewing the corresponding page in administration mode.

The parameters passed to `{container}` are as follows:

- `name`: This is the name of the container, and is required for all containers.
- `global`: Optional. Specifies whether the content in this container is specific to the page on which it appears, or on all pages that include this container.

A simple example is as follows:

```
{container name='sideContainer' global=true}
```

Adding Containers to Page Content

When you edit the content of a page in the Page Manager via the WYSIWYG, you can add a container to a page using the `<container />` HTML tag. While this is not a real HTML tag, Recite recognises and gives you the same container functionality as in templates.

The same options are passed to `<container />` as `{container}`, except you specify true using a 1 instead.

Using the previous example, you would create a container in HTML using the following:

```
<container name="sideContainer" global="1" />
```

Alternatively, you can also use empty-tag syntax, such as:

```
<container name="sideContainer" global="1"></container>
```

Note

Using `<container />` will not affect the validation of your web pages since the tag is removed before the page is displayed.

Chapter 12. WYSIWYG Editor Guide

Chapter 13. Administration Tasks

This section covers various aspects of managing your web site in Recite CMS. In the administration section you manage web site settings, URL redirections, file mirrors, search indexes and web site forms.

For details on managing search indexes and your web site forms, please refer to the Form Management and Search Management chapters respectively.

Getting Started

To load the administration section, click on the Admin tab in the top-right of the Recite Control Panel.

Once the page has loaded you will see the different tasks available in the left-hand column. When you select an option it will be loaded in the right-hand pane.

Web Site Configuration

To manage various site settings, click the Client Configuration link in the administration area. You will then be shown a number of different settings. The settings that are shown will depend on the modules you have available.

Update your settings as required, then click the Save Settings button to save your changes.

Custom Settings

If you require any custom settings for your web site, these can be managed in the same section. Custom settings values are available in all of your site templates.

Custom settings are useful for holding access keys for JavaScript-based services such as Google Maps or Google Analytics.

Note

Some modules may require a custom setting in order to operate properly. For instance, to use the Campaign Monitor mailing list service you must create custom settings as indicated in the relevant documentation.

To create a new custom setting, click the Create Custom Setting tab on the client configuration page. After selecting the type of value you will be able to enter a descriptive title and an internal key for the setting. The key is how you refer to the setting in your templates. Click the Save Custom Setting button to save the setting.

Once saved you will be returned to the main client configuration page. On this page you then set the value for the custom setting. Additionally, you can edit the custom setting details or delete the custom setting with the provided buttons.

Using Custom Settings In Templates

Custom settings available in your templates using the `$SETTINGS` array. For example, if you create a setting with the key `google_maps_key`, you would access this setting using `$SETTINGS.google_maps_key`.

This data is in the same format as other custom settings, as documented in the Managing Forms chapter. For example, to output the value in your template, you might use template code such as `{$SETTINGS.google_maps_key.preview}`.

URL Mapper

The URL Mapper allows to you redirect from arbitrary URLs on your web site to specific pages. For example, if you had created a page in the Page Manager that had a full URL of </products/my-product/>, you could use the URL Mapper to create a shorter way to get here, such as </myprod>.

You may also want to use this if you have a legacy URL that you want to maintain (such as a certain URL that a 3rd party search engine or web site uses).

In the previous example, if your site was www.example.com, and somebody visited www.example.com/myprod, they would be redirected to www.example.com/products/my-product/.

Tip

The URL mapper is designed to redirect from a URL that doesn't exist to one that does. If instead you want to redirect from a page created in the Page Manager, then you must instead edit that page's Meta Data. Specifically, you must use the `redirect` meta tag that is documented in the meta data section of the Page Manager chapter.

To load the URL mapper, click the URL Mapper link in the left-hand pane of the administration section. When you click this link you will see a summary of existing URLs that have been mapped. This table shows the URL being redirected, where it is being redirected to, and options to manage the URL.

Creating a New URL Mapping

To create a new mapped URL, click the Create URL tab at the top of the right-hand pane.

Enter the URL that you want redirected in the first input. Next, select the page you would like to redirect to from the select box.

Click Save URL to save your URL. The URL mapping is instantly enabled. You can test it yourself by visiting the "Redirect From" URL in your browser and checking to see the desired page is loaded.

Editing a URL

To edit a URL, click the edit icon when viewing a list of mapped URLs. You will then be shown a form similar to when you create a new mapped URL.

Update your mapped URL then click the Save URL button to save your changes.

Deleting a URL

To delete a mapped URL, click the delete icon in the action column when viewing a listing of the mapped URLs. You will be prompted to confirm deletion of the URL.

Click the Yes, delete the URL button to confirm deletion.

File Mirrors

File Mirrors allow you to automatically mirror all files in the File Manager to other locations. That means that whenever you upload a new file, it is automatically sent to each of your file mirrors. The mirror is notified in each of the following cases:

- A file is uploaded
- A file is deleted

- A file is modified

To view file mirrors, click the File Mirrors link in the left-hand column of the administration section. You will then be shown a list of existing file mirrors, with options to view, edit and delete mirrors.

Mirror Types

Currently the only mirror type available is the local file system mirror, meaning when a file is uploaded it will be mirrored elsewhere on the server on which Recite is running. When creating a mirror of this type you will be required to enter the file system path.

Tip

If you want to mirror files using SSH/SFTP or FTP then Fuse (or similar) should be used. More details can be found at <http://ubuntu.wordpress.com/2005/10/28/how-to-mount-a-remote-ssh-filesystem-using-sshfs/>. Alternatively, if the server resides on the same network you may be able to mount a network drive in a similar fashion.

Creating a New Mirror

To create a new File Mirror, click the New Mirror tab at the top of the right-hand pane. Select the type of mirror and click Create Mirror.

Enter the details for the file mirror and click the Save File Mirror button. Once saved you will be shown the details for the mirror. To synchronise any existing files with the mirror, click the Synchronise With Mirror button.

Tip

If your mirror appears out-of-date or if you accidentally delete files from your mirror, you can click the Synchronise With Mirror button at any time.

Editing a Mirror

To edit a file mirror, click the Edit Mirror tab when viewing a mirror. You will then be able to update any mirror details as required.

Click the Save File Mirror to save your changes and synchronise with the mirror again if required.

Deleting a Mirror

To delete a file mirror, click the Delete Mirror tab when viewing a mirror. You will then be prompted to confirm deletion. Click the Yes, delete this file mirror to delete the mirror.

Caution

Any existing files on the mirror will not be touched when you delete a file mirror. If you need to remove them you must do this manually.

Upload Paths

Since uploading files through your web browser can be unreliable for large files, Recite supports the ability to import files that have been uploaded via FTP or SFTP. This is achieved by specifying the upload path on the Recite CMS server in the Upload Paths section. If one or more paths are specified, all files in these paths are shown when you import a file in the File Manager.

To manage upload paths, click the Upload Paths link in the left-hand pane of the administration section. You will then be shown a list of existing upload paths, with the option to view, edit or delete each existing path.

Creating a New Upload Path

Before you can add a new upload path to Recite, the path you want to add must contain a file called `.recite`. This can be an empty file, but it must be present at all times when using the upload path.

Tip

If you're using a Unix-based operating system, you can simply type **touch .recite** from the command-line in the directory you want to add.

To create the upload path, click the New Upload Path tab when viewing the list of upload paths. You will then be prompted to enter a title to identify the upload path and the path to use.

Click the Save Upload Path button to save the upload path.

Editing an Upload Path

To edit an upload path, either click the edit icon when viewing a list of upload paths, or click the Edit Upload Path tab when viewing the upload path you want to edit.

You will then be able to make any changes as required to the upload path. Click the Save Upload Path to save your changes.

Deleting an Upload Path

To delete an upload path from Recite, either click the delete icon when viewing the list of upload paths, or click the Delete Upload Path tab when viewing the upload path you want to delete.

You will be prompted to confirm deletion. Click Yes, delete this upload path to confirm deletion.

Note

Deleting an upload path has no effect on the files within the upload path. That is, no files are deleted.

Making Use of Upload Paths

The upload paths are used when you import a file in the File Manager. If you have one more upload paths defined and there are files within any of those paths, you will be shown the option to import one of those files into the Recite File Manager. A copy of the file is made, and if you choose you can delete the original file from the upload path.

Site Structure Builder

The site structure builder is utility to help you quickly build a large number of pages in your web site quickly and easily.

Container Rule Summary

The container rule summary report lists all container rules that exist in your web site, including which page each rule belongs to (or if it is global), and all the parameters used for the rule.