Recite CMS Control Panel Add-On User Guide: Listings

Recite CMS Package: listings-2.1.0

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Chapter 1. Introduction

Recite CMS allows you to manage lists of arbitrary data that can be published on your web site. Listings are organised in *listing groups*, allowing you to manage a number of different groups of listings.

Additionally, you can create custom listing types, each of which can have a different list of associated fields.

This guide tells you how to manage listing groups, listings and listing types, as well as how to publish listings on your web site.

Chapter 2. Getting Started

There are four different Control Panel widgets available to help you manage listings. These are as follows:

- **Groups List**. This widget lists all listing groups. Clicking on a group will open its details in the **Group Viewer** widget.

- **Group Viewer**. This widget is used to view and manage a single listings group. This widget can be opened by clicking on a group in the **Groups List** widget.

- **Listing Viewer**. This widget is used to view and manage a single listing. This widget can be opened by clicking on listing in the **Group Viewer** widget.

- **Listing Types**. This widget is for managing the different types of listings. Every listing that is created corresponds to a single listing type. When creating a calendar you can decide which listing types can be used within the group.

You can add these widgets manually (from the `Listings` category in the widget browser), or you can create a new tab using the **Listings** pre-defined layout.

The following figure demonstrates this layout. The tab is a two-column layout, with the **Groups List** and **Listing Types** widgets in the left column and a placeholder for viewing groups and listings in the right column.

Figure 2.1. Sample tab layout for managing listings
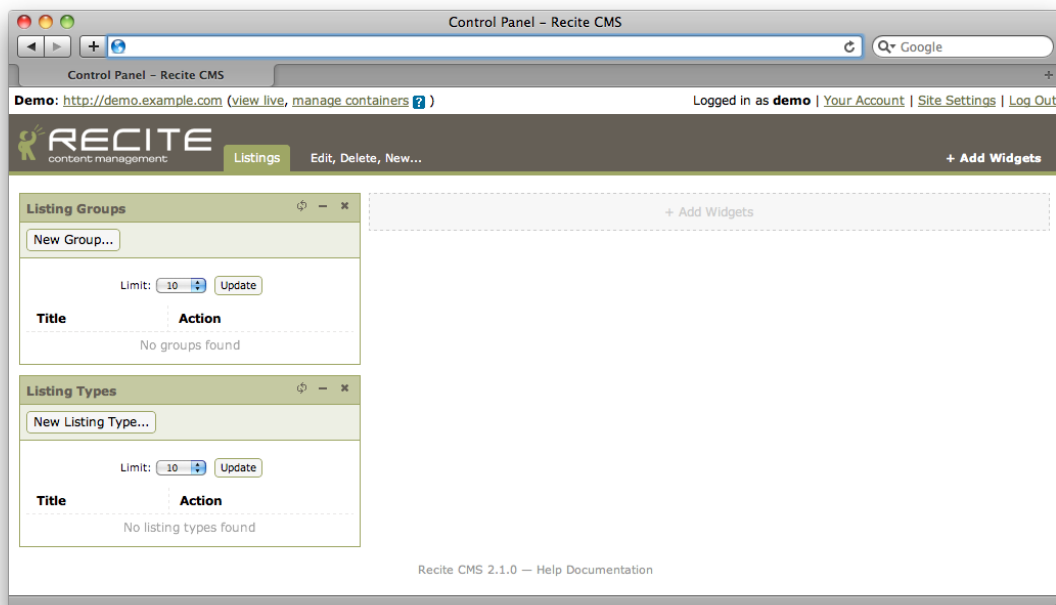
For the purposes of this chapter, I'll assume you're working with a tab having the same layout as the pre-built **Listings** tab.

Chapter 3. Managing Listing Types

Every listing that is created must be of a particular type. You can create any number of listing types, each of which can have a different set of custom fields.

Creating a Listing Type

To create a new listing type, click the **New Listing Type** button when viewing listing types.

You will now be shown the listing type creation form. Enter a title for the listing type and create a list of fields (refer to the main Recite CMS Control Panel User Guide for more details on managing custom field lists).

Once you have completed this form, click the **Create Listing Type** button. The new type will now appear in the list of listing types.

Editing a Listing Type

To edit an existing listing type, click the **Edit** link beside the listing type.

Make any changes as required, then click the **Save Listing Type Changes**.

Deleting an Event Type

To delete an event type, click the **Delete** link beside the listing type you want to delete.

You must confirm this action before the listing type is deleted. Click **Yes, delete the listing type** to delete the listing type.

Note

You cannot delete a listing type if there are still listings using the type. You must first delete those listings.

Chapter 4. Managing Listing Groups

In Recite CMS, a group is a collection of listings. You can use groups to split up listings. For example, you might have one group for holding a list of properties for sale and another for properties for rent..

You can choose which types of listings can be created in a group. You can allow any listing type to be created, or you can narrow it down to only one or two types if you want to.

Creating a Group

To create a new group, click the **New Group** button on the groups list widget. You will then be shown the group creation form.

On this form you can enter a title, select the group owner and select listing types that can be used in the group. The owner dropdown shows all Control Panel users.

Click the **Create Group** button to create your group. The group listing will now update to show the new group. Clicking on the new group will open it up in the **Group Viewer** widget.

Viewing a Group

When you click on a group in the **Group List** widget it will open up in the **Group Viewer** widget.

This widget shows listings that belong to the group. You can sort and filter these listings as required.

In addition to buttons for editing and deleting the group, there are options to bulk import and export listings.

Exporting Listings

To export listings from a group, click the **Export Listings** button (disabled if there are no listings). You can only export listings of one type at a time.

You will now be prompted to select which fields you want to include in the export. Click the **Download File** button and you will be prompted to save a comma-separated values (CSV) files. The dialog will remain open until you click the **Close** button.

Importing Listings

You can import a large number of listings at once to a group by uploading a comma-separated values (CSV) file. Each line in the file corresponds to a single listing.

Click on the **Import Users** button to begin. A dialog will appear with instructions on which fields to include in your CSV file.

The importer can detect duplicates based on the field you select. You can then decide how you want the importer to handle duplicates.

Once you select the file to upload the import will begin. If any errors were encountered in your file you will be prompted to fix any errors.

Editing a Group

To edit a group, click the **Edit Group** button at the bottom of the group viewer widget.

If you change the list of allowed listing types any existing listings will remain in the group regardless of their type.

Once you have updated any required options, click the **Save Group Changes** button.

Deleting a Group

To delete a group, click the **Delete Group** button when viewing the group. You will be prompted to confirm deletion.

Note

When you delete a group, all listings that belong to the group are also deleted. This operation cannot be undone.

Click **Yes, delete the group** to confirm the group deletion.

Chapter 5. Managing Listings

In Recite CMS, all listings belong to a single group. A group can have any number of listings.

Creating a Listing

When viewing a group, click the **New Listing** button to create a listing. If there are multiple listing types available you will need to choose which listing type to use. You will then be shown the listing creation form.

Once you have completed this form click the create button. The newly-created listing will now appear in the list of listings in the group viewer.

Clicking on the newly-created listing will open it in the **Listing Viewer** widget.

Viewing a Listing

When you click a listing from the group viewer, it will open up in the **Listing Viewer** widget. This will show you a summary of the listing, including data stored with the listing and its current status.

Editing a Listing

To edit a listing, click the **Edit Listing** button when viewing the listing. You will then be shown the listing edit form. Update any details as required then click the save button.

Deleting a Listing

You can delete a listing by clicking the **Delete Listing** button when viewing a listing. You will prompted to confirm this action. Click **Yes, delete the listing** to proceed.

Chapter 6. Adding Listings to Your Web Site

There is a container rule you can use for publishing listings on your web site, as well a page type driver you can use for displaying a single listing.

The container rule is **Listings Index**. When adding this rule you can select which groups to display listings from, as well as which types of listings.

To view a listing in the context of a whole page, create a new page type using the **Listing Details** driver. You can then create a new page in your site using the newly-created page type.

To link to a listing, use the `url` field in the listing template data. For instance, if your listing details page is located at `/listings/view`, when you loop over listings you can link to `/listings/view/{$listing.url}`.