**TRAVEL
TECHNOLOGY
& SOLUTIONS**

tts WEBOOK SUITE ™

User Manual

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Introduction to Content Management System

This manual assumes that the user's website has been implemented with a Content Management System (CMS);

What is a Content Management System?

Content Management System is software to organize and facilitate the creation of documents and other content. In this case, CMS is used as a web application that facilitates the management of real-time content of your website. CMS makes website content management simple for non-technical users, allowing them to change most aspects of their websites without having to turn to a professional. Anyone with basic skills can easily learn how to use the CMS implemented on their website.
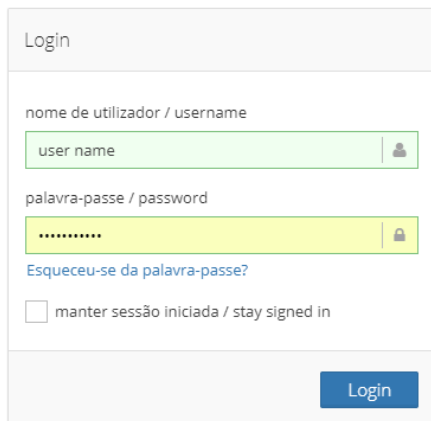
Objectives of this Manual

This manual is intended to provide you with instructions for using your CMS, both from the user's perspective and from the website administrator.

Review

Version	Date	Changes	from
3	13/03/2018	Initial Document	Ferdinando Tomás

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Login

1. To access the CMS content management platform (Vectweb SM.V2), enter the following URL http://webooksuiteapp.tts.com.
2. Insert your *user name* and *password* provided by email.

Login

nome de utilizador / username

| user name | 👤 |

palavra-passe / password
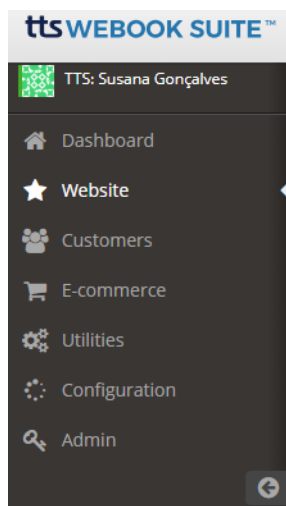
| •••••••••• | 🔒 |

Esqueceu-se da palavra-passe?

☐ manter sessão iniciada / stay signed in

[Login]

How to create/edit contents

1. To access the contents of your site, press *Website* in the left navigation bar.

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TTS: Susana Gonçalves

🏠 Dashboard

⭐ Website

👥 Customers

🛒 E-commerce

⚙️ Utilities

⚙️ Configuration

🔑 Admin

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2. Navigate until the category where you want to create/edit content. Let's take for example, *Packages*, because it's the most complex content on this website.
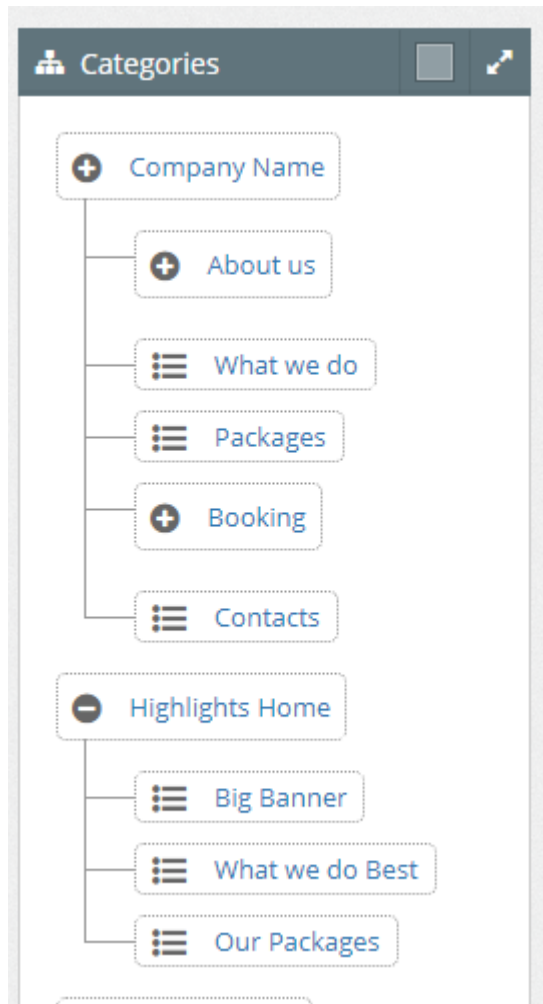
3. Click *New* in the list of Contents, which is in the upper right field of the screen:

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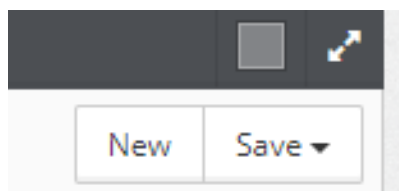
4. Complete the following fields on the content sheet:

a. The *Date In* and *Date Out* fields, are used in scheduling the date of entry and exit of the contents. Allows you to schedule your content in advance. They are optional fields and should only be used in content that has a temporal validity.

b. *Visible: Yes* In order for the content to be visible on the site this option must be selected as *"Yes"*

c. *Delete: No*. This option is only applied when we want to permanently remove content from the website and from the content manager. When in doubt put it as invisible content.

d. *Internal name:* The value of this field is used only for internal reference, it is not visible on the website. Only a-z letters, numbers and the - (hyphen) symbol in place of the space between words should be used. Example: *tours-07* (this value should not have spaces, accents or other special characters. This field is mandatory.

e. *Date* (content creation): When you click on the Date field, it opens a calendar with the date of the selected day by default.

f. *Title* : title of the content to be inserted, in this example: "*Secret islands of adventure*";

g. *Lead* : Sentence (not more than one paragraph) that summarizes the content. Ex: "Where peace reigns and nature speaks";

h. *List Image:* Image that appears in the Packages list. To access the file manager, click on the image icon at the right end of the line, as an example of the image below.

Select an image or upload the image to add. Select in the *Images* folder the *Tours* folder, this being destined to the image list of Packages list content. Note: You must upload an image whose format is one of the following: .gif or .jpg / .jpeg or .png and with a size of 370 x 270 px and the image should be treated in 72dpi's, web format. The image name must have no spaces, accents or other special characters. Only a-z letters, numbers and the - (hyphen) symbol should be used instead of space between words. To select the image and double click on it.
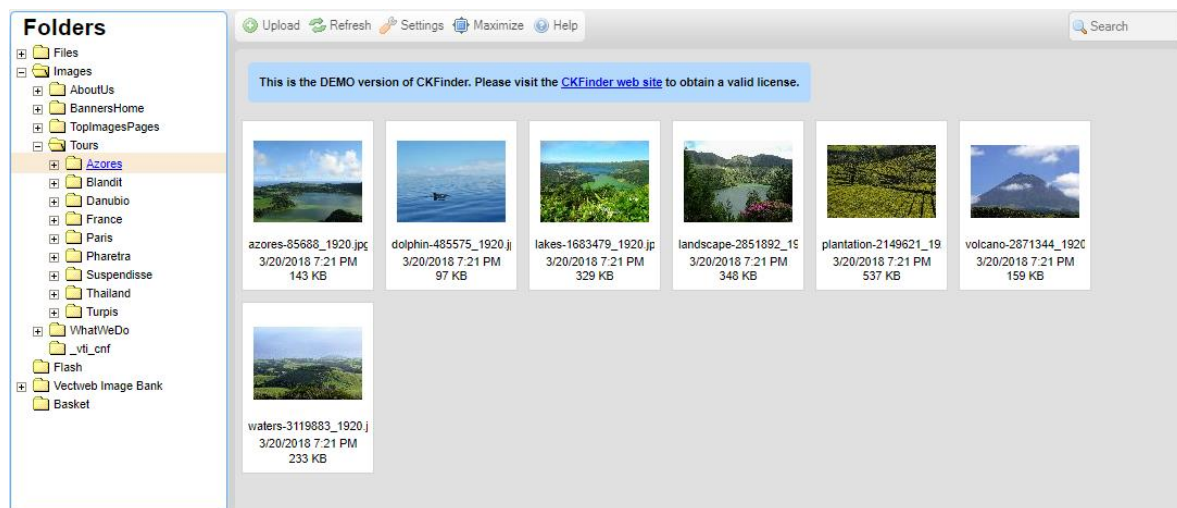

i. *The Folder Image Galery* – This folder must have the same name as the corresponding folder in the image editor. You can access to the file Editor the same way as Image List. And you can create *New Subfolder*s below the *Tour* folder, by clicking with the right mouse button on the top of the folder *Tours*, as shown below:
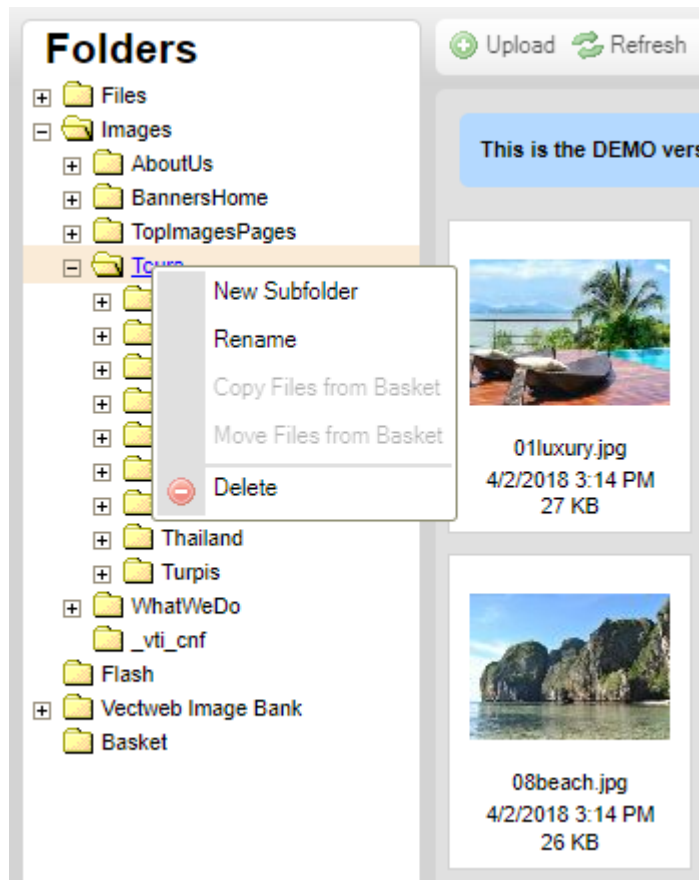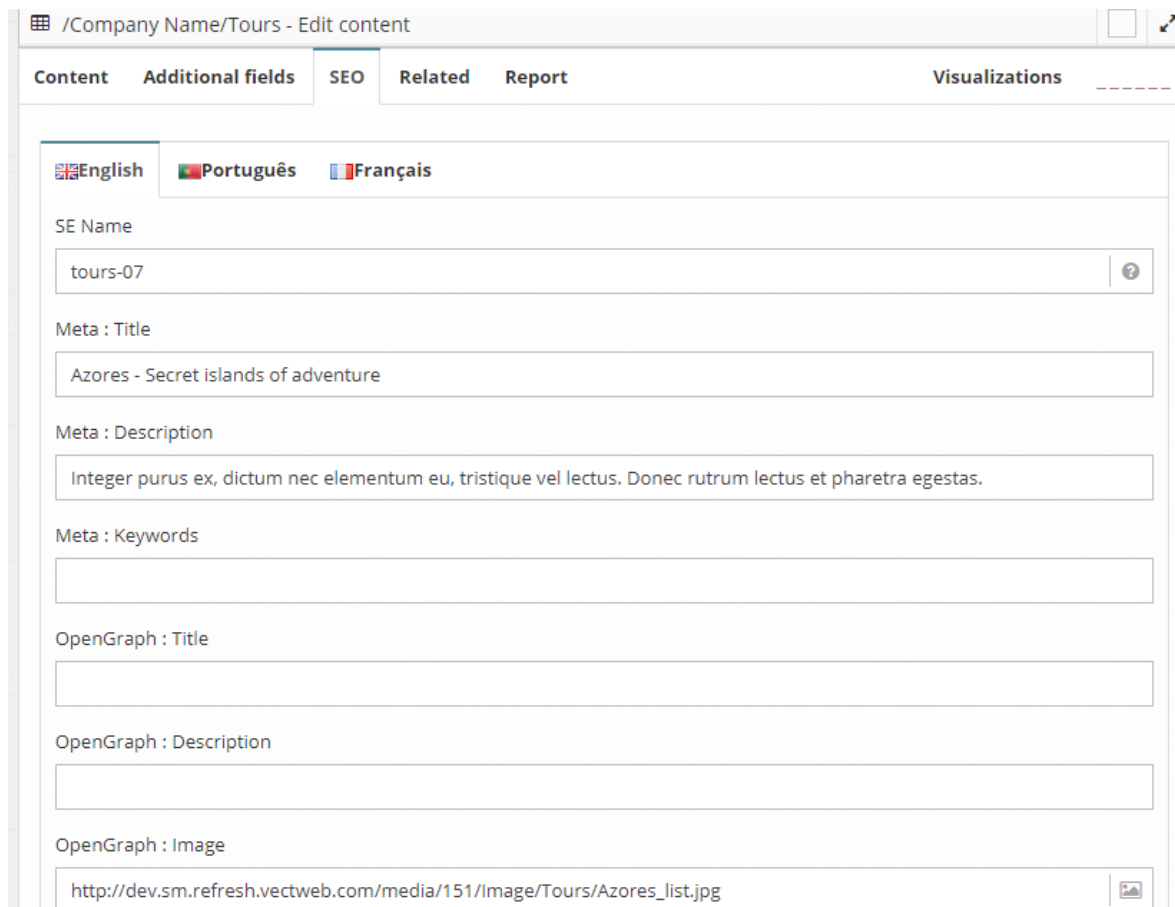
Select an image or upload the image to add. Select in the *Images* folder the *Tours* folder, Subfolder *Azores.* In this example it's named Azores, and it's where you put the images concerning the detail of the Package content.

Note: You must upload an image whose format is one of the following: .gif or .jpg / .jpeg or .png and with a size of 1600 px of width, and the image should be treated in 72dpi's, web format. The image name must have no spaces, accents or other special characters. Only a-z letters, numbers and the - (hyphen) symbol should be used instead of space between words. Just upload the images that we want to present and automatically become visible on the website.

![tts WEBOOK SUITE™]
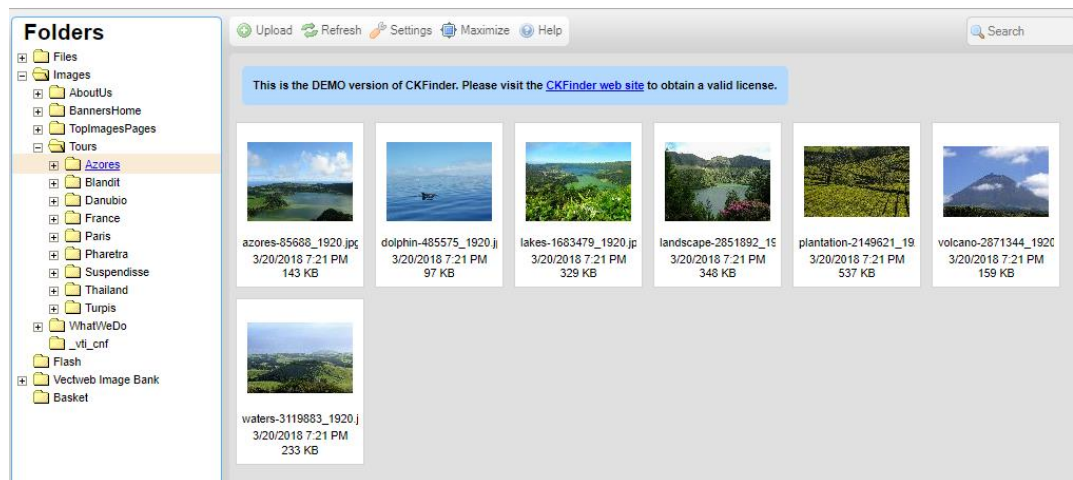
j. In the *Currency* field select one unity you want to work with.

k. Select the button *Save and keep editing*. The product will be saved and you can now create the SEO part;

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5. *SEO* tab - fill the default fields with as much information as possible, for better indexing to the search engines. The following fields are required, and are filled by filling in the relative fields on the content page.

a. *SE Name* (Search Engine Friendly) : name that will be used in the program URL. Usually the same as the *Internal Name* is used. This value should not have spaces, accents, or other special characters. Only a-z letters, numbers and the - (hyphen) symbol should be used instead of space between words. Example: **tours-07**;

b. *Meta Títle*: usually used the Content *Title*. Example: **Azores - Secret islands of adventure;**

c. *Meta Description* : usually used the Content *Lead*, should not exceed 160 characters and should summarize the text content in 1 paragraph. Example: **Discover the charm and eaventura of the nine islands of the Azores, in the middle of the North Atlantic Ocean**;

d. *Meta Keywords* : set of words that are not part of the title or description (do not use more than 10-15 words, separated by commas), but for which you want the content

to be found. Example**: Azores; North Atlantic Ocean, Adventure, Secret Islands, Adventure trip, Natural, sauvage;**

    e. *OpenGraph Títle*: **Azores - Secret islands of adventure;**

    f. *OpenGraph Description*: **Discover the charm and eaventura of the nine islands of the Azores, in the middle of the North Atlantic Ocean**;

    g. *OpenGraph Image*: Image for sharing on social networks. Use the List image, as it is usually large enough;

    h. Click *Save*. The Content will be recorded and available for viewing on the website.

6. Edit an existing content:

    a. Go to list of Contents *Packages*, existing:

★ Website > Tree view

		Categories				/Company Name/Tours - Content list				

Categories

- ⊕ Company Name
  - ⊕ About us
  - ☰ What we do
  - ☰ Packages
  - ⊕ Booking
  - ☰ Contacts

/Company Name/Tours - Content list

New Save ▾

|	Created on date	{{internal name}}	Title	{{source}}	Data	Views
🔍 ☑	2018-03-08 20:08:00	tours-06	Blandit Tour		2018-01-03 08:00	0
🔍 ☑	2018-03-09 19:16:00	tours_08	Blue Danubio		2018-03-09 00:00	0
🔍 ☑	2018-03-08 20:04:00	tours-05	France / Europe		2018-07-03 08:00	0
🔍 ☑	2018-03-09 21:55:00	paris	Paris		2018-03-09 00:00	0
🔍 ☑	2018-03-08 18:14:00	tours-03	Pharetra Tour		2018-02-03 08:00	0
🔍 ☑	2018-03-09 18:57:00	tours-07	Secret islands of adventure		2018-03-09 00:00	0

    b. Click *Edit* on the content line to edit.

🔍 ☑	2018-03-08 20:08:00	tours-06	Blandit Tour
🔍 ☑ Edit	2018-03-09 19:16:00	tours_08	Blue Danubio

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Creating Highlights homepage

The page highlights are grouped into 3 categories, from top to bottom:

1. Create a Home Banner

   a. To access the contents of your site, press *Website* in the left navigation bar.
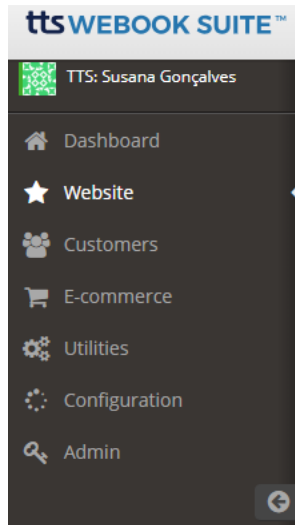
   b. Expand *Highlights Home* and then click *Big Banner* by selecting the *New* key to create a new banner.

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    c.   Fill in the required fields:

Internal Name: The value of this field is used only for internal reference, it is not
visible on the website. Only a-z letters, numbers and the - (hyphen) symbol in place
of the space between words should be used. Example: *banner-01* (this value
should not have spaces, accents or other special characters. This field is
mandatory.

Date: Refers to the date of creation of the content. Example: **03/01/2018 08:00**

Títtle: **Atlantic Secret Islands**

Sub-title: **Discover the most amazing**

Content: Don't use more than 3 lines of text. Example:**Lorem ipsum dolor sit
amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut
labore et dolore magna aliqua.**

Image Banner Home: select the image in the respective folder of the file manager by
clicking the image button to the right of the Banner Home Image field.
Note: You must upload an image whose format is one of the following: .gif or .jpg
/ .jpeg or .png and with a size of 1920 x 744 px, and the image should be treated in
72dpi's, web format. The image name must have no spaces, accents or other

special characters. Only a-z letters, numbers and the - (hyphen) symbol should be used instead of space between words. Just upload the images that we want to present and automatically become visible on the website.
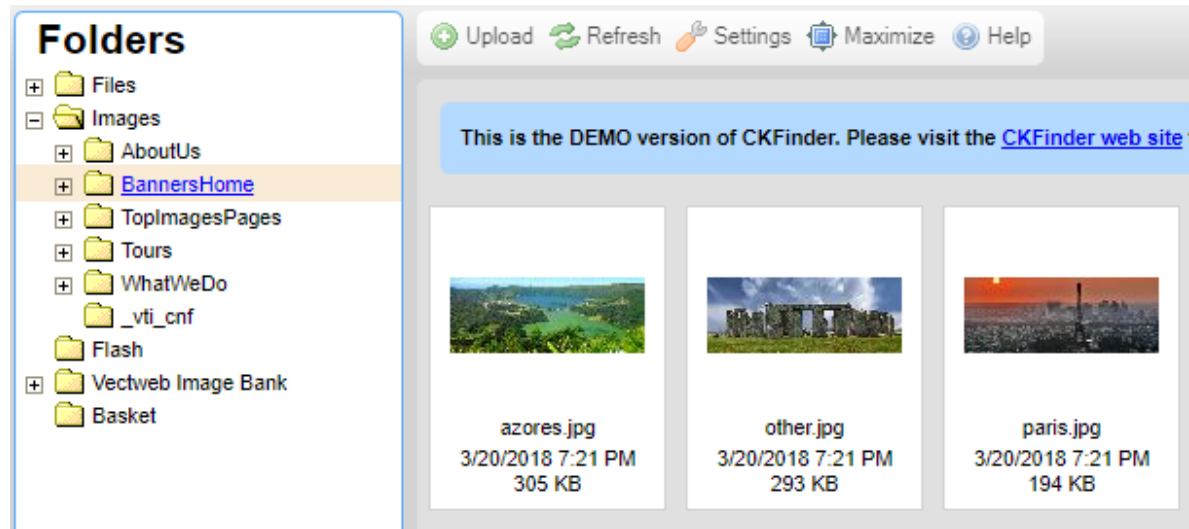
External Link (New Window): if you want to apply a hyperlink to a web application, external to the site, insert the same in the format http://www.site.com/. The site will open in a new window.
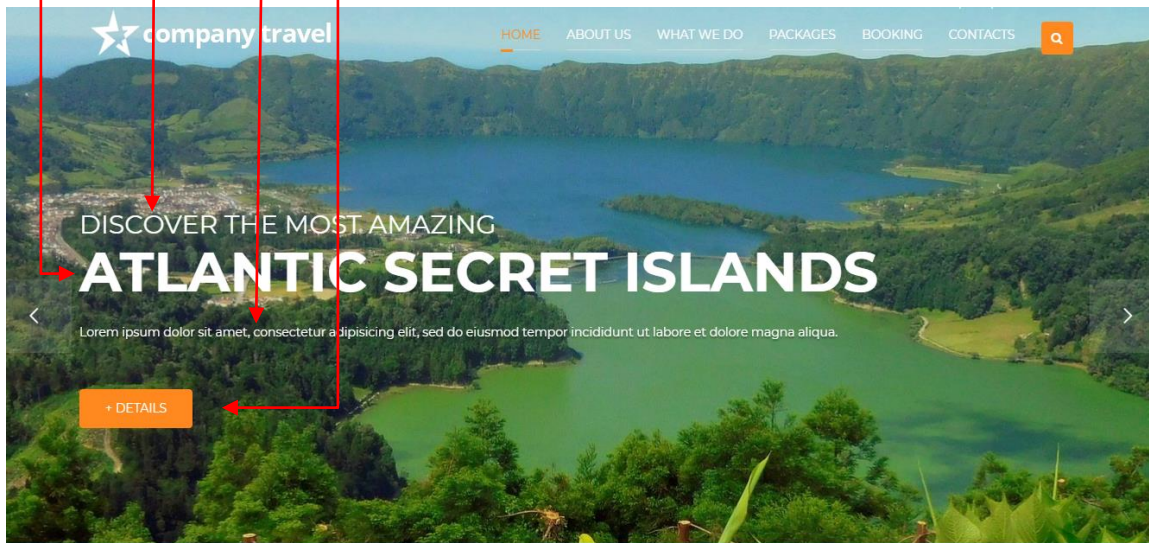
Internal Link: put what is to the right of the URL of the domain of the site travel1.vectweb.net// ... Example: **/content/tours/tours-07**

Text button: insert the text that should include in the button of the image of the banner. Example: **+ Details**

Save

See the example in the below:

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Títtle | Sub-Title | Content | Text button

2. How to create hightlights home"What we do best"

a. Once the content has been created in the respective What we do category, edit the content to be highlighted, as shown below:

b. Once inside the content select the *Additional Fields* tab, and select from the list or type *Highlights home/What we do best:*

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Save

There are up to 3 highlights from this category to the main page. These are in chronological order of insertion. From the latest to the oldest.

c. To remove the highlight, *edit* the content and remove it from the *Additional Fields.*

3. Highlight Packages to the homepage

a. It is programmed and is shown automatically, the last 6 inserted packages and are sorted in chronological order from the most recent to the oldest.

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How to change the top images on the category pages

a) Go to the *Top images* category navigation bar, and *Edit* an existing content, as image below:
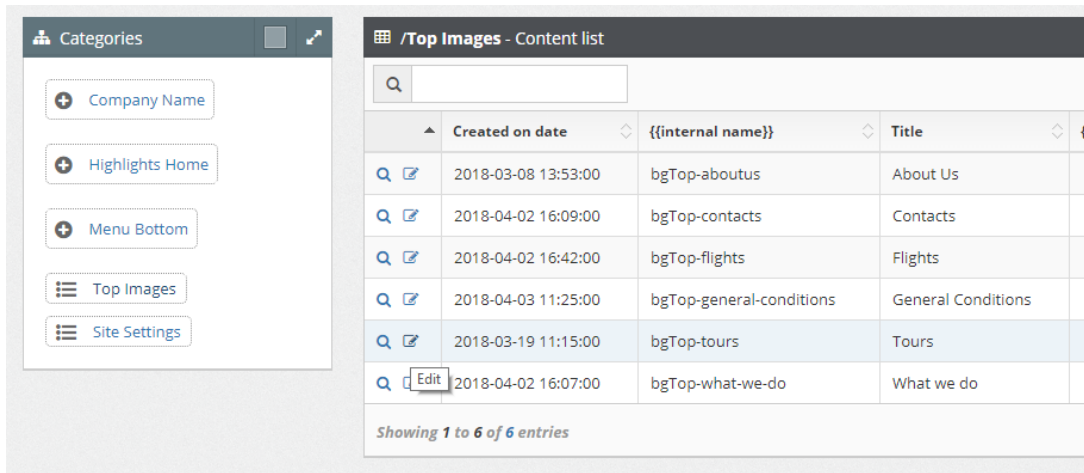
b) Open ten content and change the image on the *Image Top Page* field, clicking on the image to the right of the field. When you open the file editor, go to the TopImagesPages subfolder, go to the Images folder, and select an existing image or upload a new image from your computer.
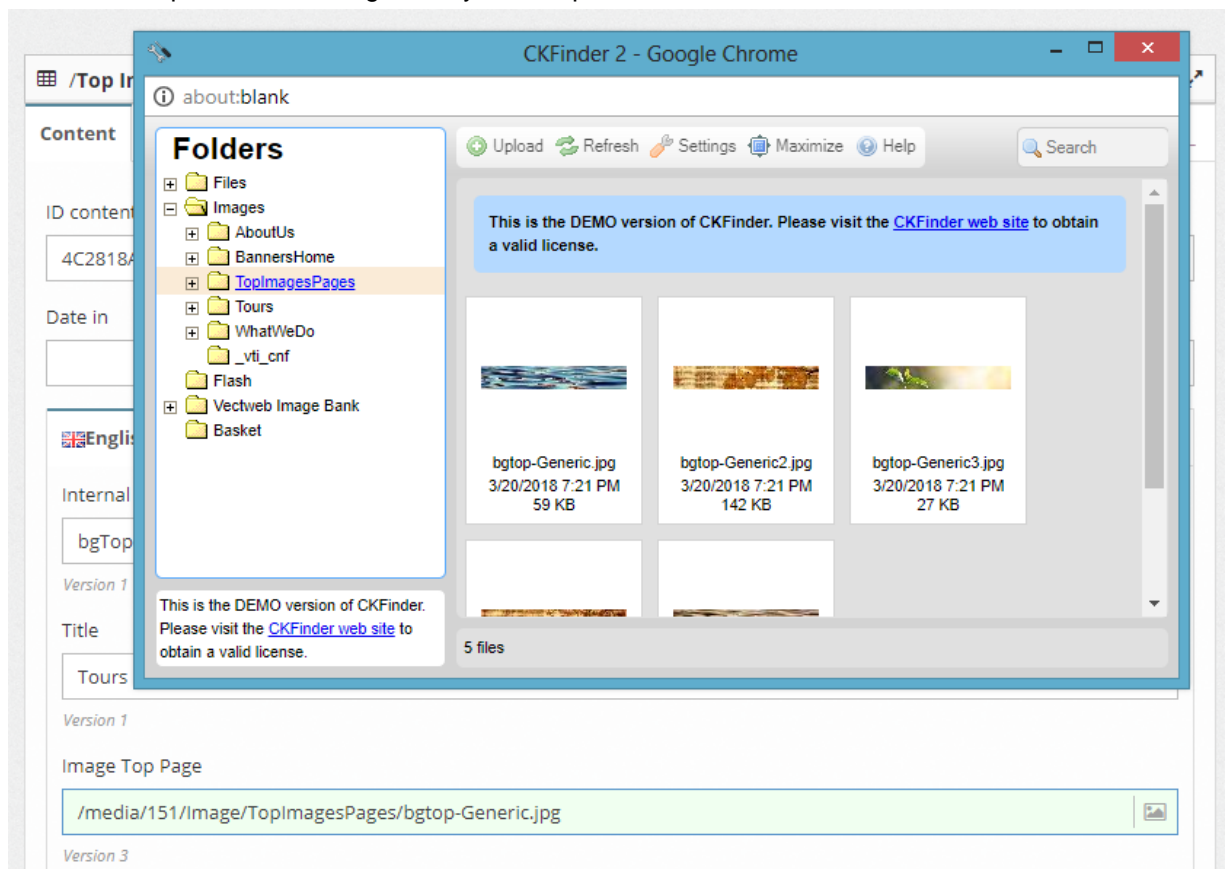
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Note: You must upload an image whose format is one of the following: .gif or .jpg / .jpeg or .png and with a size of 1920 x 300 px, and the image should be treated in 72dpi's, web format. The image name must have no spaces, accents or other special characters. Only a-z letters, numbers and the - (hyphen) symbol should be used instead of space between words. Just upload the images that we want to present and automatically become visible on the website.

## Insert your Social Media network in the website

a) Edit the Contact page as image below:
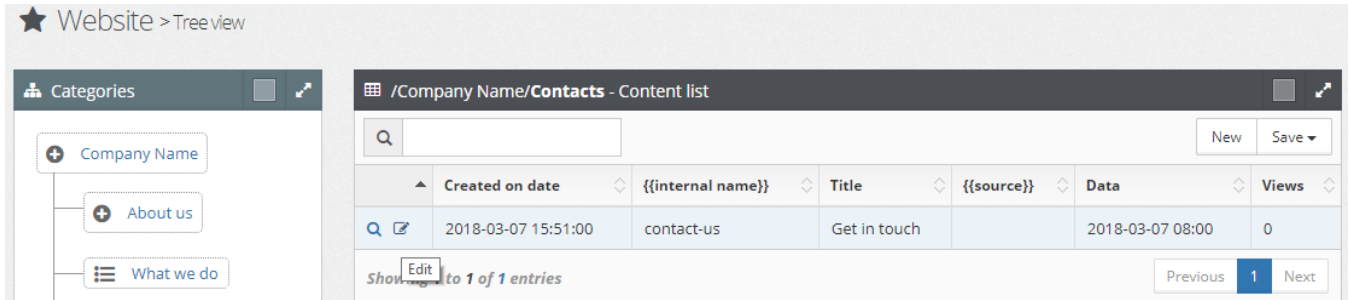
b) In the page, fil in the fields for Social media network as:
1. Insert the *Title Social Network*
2. Insert the URL for your Social media in the fields below. If you do not find any social network you need, please ask us to create your own field.
3. And then *Save*

Once the inserted fields have been saved, you can see in the footer of the site, like image below. Fields not filled in will not be displayed on the site:
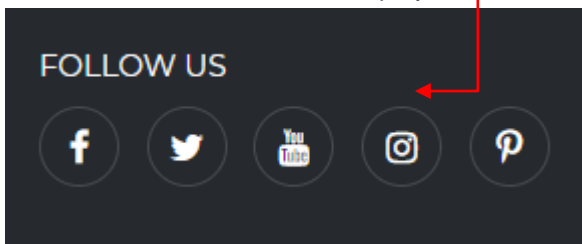
Gallery (displayed in the footer), how it works?

Images from the Gallery displayed in the footer of the site automatically capture and are images inserted into all sub-folders below the Tours folder. It is programmed in random and when updating

the page visualizes a group of 9 different images. By clicking on the image on the website, these have zoomed, opened in the size that were inserted in the sub-folders. See image below:

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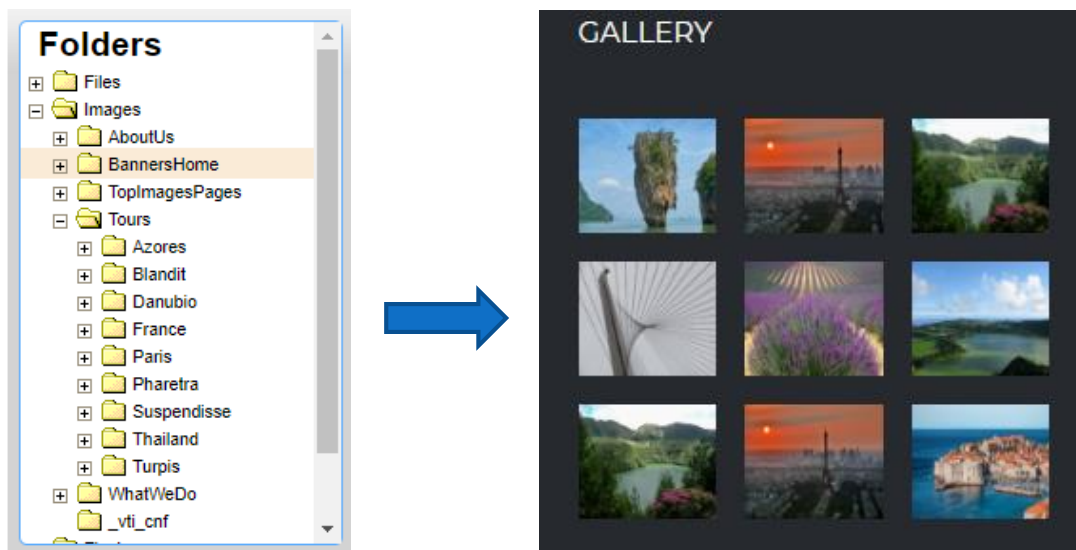
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