

HomeInspectionWebsite.com Content Management System (CMS) Manual

The Content Management System provided with your web site is a customized version of open-source software called iWare, distributed under GNU GPL version 2 date. While iWare is no longer available for distribution, p It is powerful and easy to use. Please read the instructions below, and contact us if you have any questions. If you have a self-service web site through Home Inspection Web Site.com, visit <http://www.homeinspectionwebsite.com/options.php> to order technical support of telephone based training in 15 minute increments.

Browser Compatibility

The CMS runs under all major browsers, however we recommend that you use Internet Explorer as the WSIWYG buttons for page editing are designed to work with IE 6. Note – IE 7 has some known bugs which cause issues with the CMS. Do NOT attempt to edit your website using IE 7 or greater. Under other browsers, you may simply get a text window which you would have to embed your own HTML tags in.

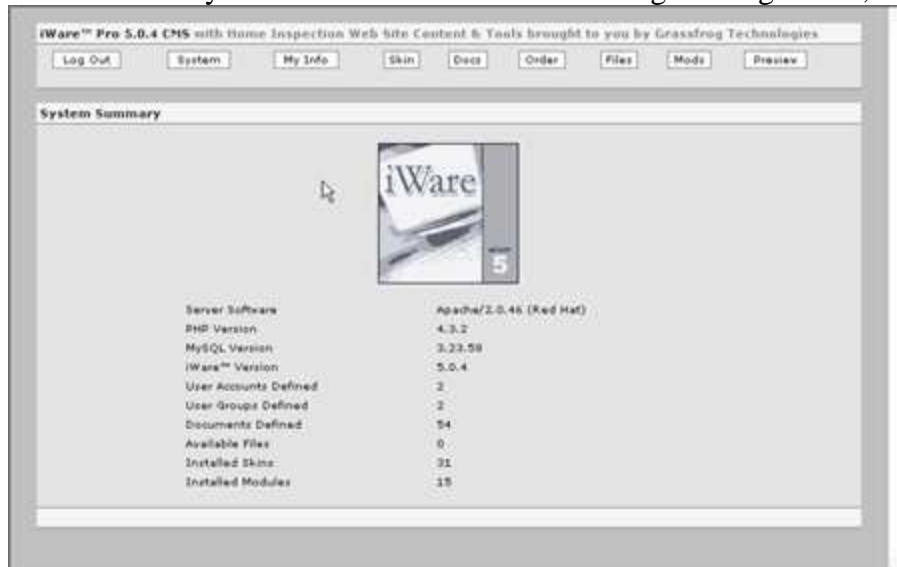
1. Logging In

Your admin panel is located at www.yourwebsite.com/admin/

Your username and password was provided to you via email. It is case sensitive. If you have any problem logging in, please contact us.

2. Control Panel

When you log in, you will see the following control panel. The buttons along the top give you the power to control your web site look and feel. Let's go through them, left to right.



- a. Log Out – logs you out of the system
- b. System – shows you the system information
- c. MyInfo – this button lets you put in your company name, contact information, NACHI ID and more
- d. Skin – this button lets you change the template that is applied to your web site (more on this below, under Templates)
- e. Docs – short for Documents, this button lets you add or edit pages on your web site
- f. Order – this button lets you change the display order of your navigation menu – you can move pages up and down on your menu using this option.
- g. Files – file upload – lets you add images or pdfs to your web site
- h. Mods – short for Modules, this button gives you access to a number of web site features including an Image Gallery, Links Portal, Contact Form and more. More detailed information on this is available below.
- i. Preview – when you click on this button, it will open a copy of your web site up in a new window.

3. My Info

Here's where you can put in all of the information specific to your company on your web site. Enter your company name, your name (under Contact Name), your email address (this will be hyperlinked from your name, so be sure to enter an address with good spam filtering, or you can leave it blank if you prefer not to have an email address on your site – your visitors can still contact us in email using the contact form).

iWare™ Pro 5.0.4 CMS with Home Inspection Web Site Content & Tools brought to you by Grassfrog Technologies

Log Out System My Info Skin Docs Order Files Mods Preview

My Info

Company Name:

Contact Name:

Contact Email:

Phone Number:

Alternate Phone Number:

Street Address:

City:

Zip Code:

State:

Country:

Company Slogan:

NachiID:

Save Changes

Company Slogan- put yours in here, if you have one, or leave the default NACHI slogan in place if you prefer.

NACHI ID – enter the # only portion of your NACHI ID here. If you do not know your NACHI ID, log in to the NACHI site and look it up, or contact NACHI for assistance.

3. Templates

To select a different design for your web site, use the Skins button. This will give you a drop down menu of all available designs for your site. To see all of the possible site designs (skins) that you may have on your web site, please visit our web site at <http://www.homeinspectionwebsite.com/designs.php>. If there is a design shown on that page that is not currently available to you on your CMS, please contact us and we will upload it for you.

If you would like any template customized with your logo, colors, or other information, contact us. We do charge a nominal fee for custom work.

4. Add / Edit a Document

To add a document to your web site, click on the Docs button, then “Create New Document”. To Edit an existing document, select the “Edit” button next to the document you wish to edit, from the list of documents that you will see when you initially click on the Docs button. Note: if you do not see the “Edit” buttons on the document list, contact us.

Link Title: this is the title that will go in your navigation menu. We recommend keeping this fairly short, so it doesn't wrap to multiple lines on the menu

Meta Tags: These are used to help search engines to classify your page. We strongly recommend that you at least include a Meta Title (with your company name and location). For more information on meta tags, see http://www.yalia.com/article_list.php.

Modules: To add a module to your page, simply select that module from the dropdown list under “Embed a Module”

A note about text formatting: you can use the WSIWYG editor to change the formatting of the text on any page, but it can have some rather odd results if you are pasting content from various sources. We recommend that you do not spend much time formatting your pages using this editing tool, instead let the template stylesheet guide the look and feel of your pages. To do this, we recommend that you simply use header, paragraph and bullet tags (<h1><p>).

When you have a word or set of words that you want to emphasize on the page, changing its color or bolding it can be a useful way of drawing attention to it.

If you mouse over any of the buttons on the editor, you will see a brief description of what that button will do. The buttons that you might find useful in the WSIWYG editor include:

- B = bold
- I = italic
- U = underline
- Left/Right/Center Justify
- Numbered (Ordered) List
- Bulleted List
- Text Color
- Horizontal Rule (adds a horizontal line to the middle of your page)
- Insert Hyperlink
- Insert Graphic / Media (lets you add images to your pages)
- Insert Table
- <> - view HTML source (recommended only for advanced users)

Important – any time you make changes to your web site, you must click on “Save Changes” for those changes to be saved to the database. If you leave the page without saving your changes, you will not be able to get them back.

5. Order Documents

To change the order of the documents on your web site, click on the Order button. The pages are numbered, so to change the order, simply input new numbers into the boxes.

6. Upload Documents

You can upload images or PDFs to your web site using the File Upload feature. All files you upload will land in a directory called /files/ so to reference them within your site, the URL for samplefile.gif would be <http://www.yourwebsite.com/files/samplefile.gif>. The WSIWYG Docs editor will let you add images to your web page by clicking on the Image icon then inputting the image location, as described above. Note we recommend that you resize large images prior to upload, as very large images take a long time to upload and may cause your site template to skew.

7. Modules

All of the modules are pre-installed for you. To add a module to any page, simply select that module from the “Embed a Module” dropdown on the Add or Edit Document page. You can place any title or text on the same page – your module will always be included underneath any content you add to that page.

- a. **Doc Search** – adds a simple text search to your web site. No settings configuration is required; simply Embed this Module from any page in your web site.
- b. **Event Calendar** – adds a Calendar to your web site. Use the Settings button to add events to your calendar.
- c. **Form Builder** – adds a contact form (or other email-based form) to your web site. Settings should be as follows:
 - a. Mail Mode: Unix

- b. Win32 SMTP: leave blank
 - c. Mailto: automatically filled from your email address in your MyInfo section.
 - d. Subject Line: put anything you like here – this is what the email you receive will show as the subject
 - e. From: put your email address in here
 - f. Submit Label: this is what the Submit button on the web site will say. Generally “Send Email” or “Submit” works fine here.
 - g. Text Response: this is what the web page will say after the user submits the form. We suggest something like “Thank you for contacting us! Someone will review and respond to your email within a few days. To reach us sooner, please call _____.”
 - h. Fields: these are the lines in your contact form. Generally, I include the following: Name (text box), Email (text box), Phone (text box), Message (text area), but you can have more information if you want – up to 10 fields can be included in this form.
 - i. Important: Once you set up your Contact form, test it. If you do not receive an email check with your ISP to see if they are filtering form-based mails based on your web site’s IP address, or contact us if you would like a Gmail account (the best workaround we have found for ISP filtering issues).
- d. **Guest Book** – adds a guest book to your web site. No settings configuration is required; simply embed this Module from any page in your web site.
 - e. **Image Gallery** – adds a photo album to your web site. Use the settings button to add images to your gallery. Note you must upload the images using the Files button first, and it’s recommended that you size the images you include in your gallery, as very large images may cause your site template to become misaligned.
 - f. **Links Portal** – lets you add links easily to your web site. Great for adding a Resources Directory to your web site, or for reciprocating links with other web site in order to improve your search engine rankings. Use the settings button to add links to your site. You can create an unlimited number of categories, and you can add an unlimited number of links to your site. Note that if you do have a lot of links you want to add, it’s nice for your users if you break out the links into multiple pages by adding more link categories.

Your web site comes pre-populated with links in your Links Portal, which you can add to, edit or delete. Check out the links in the Link Exchange section – there you will find several sites listed who are willing to reciprocate links with you. If you are interested in linking with them, visit the site and contact the site owner. If you are not interested in linking with them, simply delete the link.

- g. **Mailing List** – lets your users Subscribe on your web site to a newsletter or mailing list. To send simple text based e-mail to your subscribers, use the

Settings button.

- h. **News Articles** – adds a News or Blog (weBlog) feature to your web site. Note this doesn't really support lengthy, formatted articles (to have full page articles, we suggest adding them as individual pages instead). To add News items to your site, use the Settings button.
- i. **Simple Chat** – adds a graffiti window to your web site. Beware of this module, as there is no way to control what gets written to your web site when you utilize it. If you do wish to have this module on your web site, no settings configuration is required; simply embed this Module from any page in your web site.
- j. **Web Stats** – you must install this Module first if you'd like to use it. To view web stats, use the Settings button.
- k. **Order Form** – this module is similar to the FormBuilder module, but has more fields available, making it idea for use as an Inspection Request Form or Order Form. To configure the form, use the Setting Button.

Problems using the CMS

If you have any issues utilizing the content management system, contact us. Technical support and training on the CMS is available in 15 minute increments off our web site – visit <http://www.homeinspectionwebsite.com/support.php> to request support.

Additional Services

We offer the following free and low-cost services for NACHI members:

- a. Free search engine optimization and submission services:
<http://www.homeinspectionwebsite.com/seo.php>
- b. Home Inspection Link Exchange List
<http://www.homeinspectionwebsite.com/lxlist.php>
- c. Add your site to the list:
<http://www.homeinspectionwebsite.com/demo/?D=61>
- d. Additional SEO submissions and services:
http://www.homeinspectionwebsite.com/seo_options.php
- e. Free Report Hosting: <http://www.reportupload.com/>
- f. Get report hosting installed on your own web site:
<http://www.homeinspectionwebsite.com/options.php>
- g. Free Directory Listing: <http://www.realtysites.info>