User Guide

LRS

Antilles

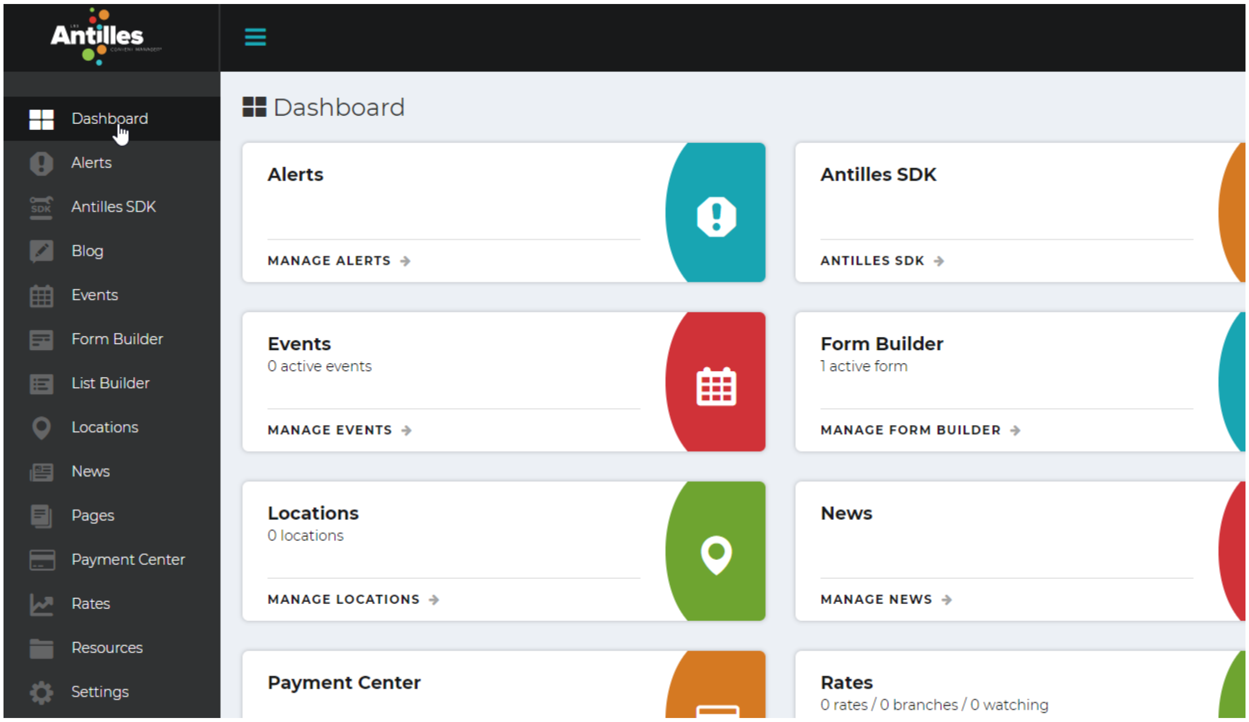
CONTENT MANAGER®

VERSION 1.20.0 (BUILD 2007)

LRS™
WEB SOLUTIONS

The Basics of LRS Antilles Content Manager™

About Antilles™



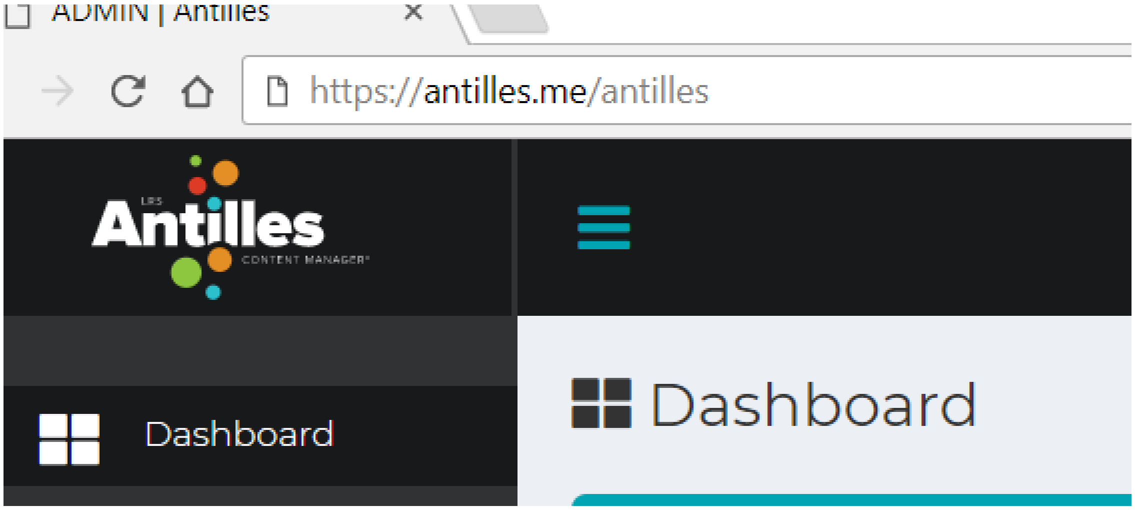
Antilles is a website content management suite developed and maintained by LRS® Web Solutions.

With an intuitive interface, it's easy for your in-house staff to keep your website content fresh.

Consider the Dashboard (pictured above) your home base. Here, a user can select a specific module to add, edit, or delete any type of content on their website. Each module integrates with the *Pages* module's rich text editor.

Logging into Antilles

Navigating to the Login Page



To make a change to your website, enter your URL (website address) and add /Antilles or /Admin at the end. In this case, the URL is antilles.me. Some sites (such as this one) have a "My Account" button that functions in the same way.

Once you have added /Antilles to the URL, a login page will appear asking you to enter your account credentials.

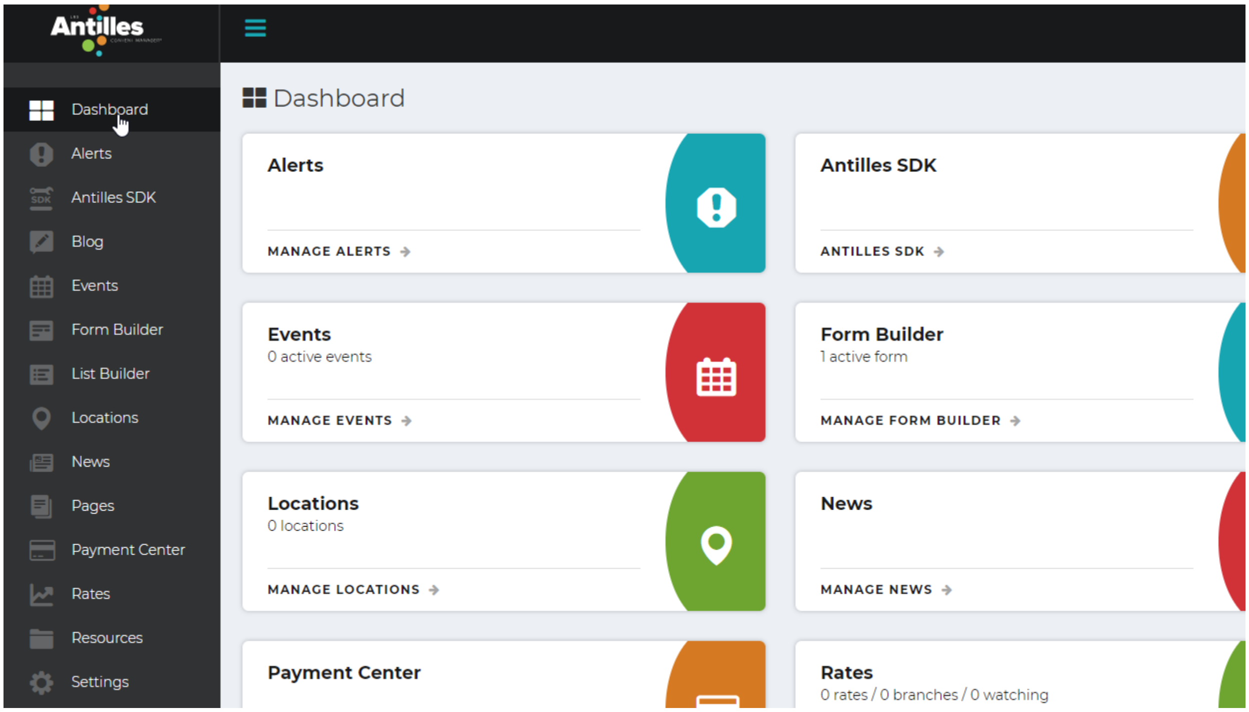
The Login Page

This is the page that should appear after following the steps from page **7**. Once here, enter your email address and password to log in.

If you have forgotten your password, you can have instructions sent to your email for a password reset by following the “Forgot your password?” button.

Antilles Overview

The Dashboard



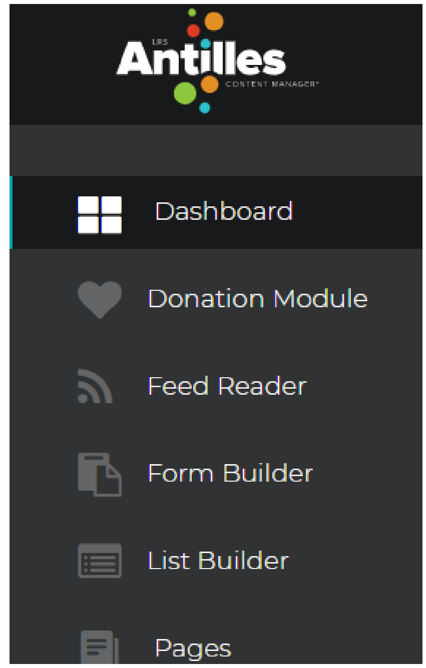
Once logged in, you should see the dashboard. The dashboard is the central location for changing all content associated with your web page using basic or custom modules.

Each frame represents a specific aspect of your website or a module. Your website will have a specific set of modules customized to your site and tailored to fit different site management styles.

Each module's name represents their function. For example, the *Pages* module is where you will create basic pages of information. *Resources* module contains all resources, such as photos, graphics, and pdfs. It is accessible by all the other modules here on the dashboard (depending on their functionality). *Alerts* will most likely not have access to the resources under most circumstances; however, the *Pages* module will be able to use any of the *Resources* uploaded.

The LRS Antilles data share interface allows you to share data across modules.

The Sidebar



The sidebar is the list of modules that acts as a shortcut as you work on your webpages. The sidebar allows you to easily switch between modules while you work.

If you hover over a sidebar item, it will expand to reveal functions within that module.

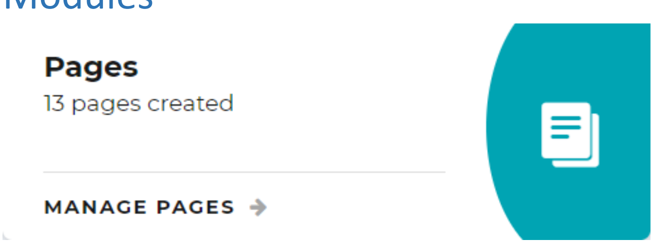
For example, in the picture above, the *Resources* list item is expanded to reveal a sub-list of functionalities within the module. From here, you can access;

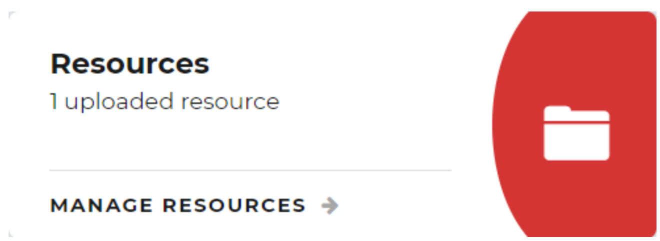
- All Resources – To reveal all uploaded resources
- Categories – For sorting through resources
- Upload – Upload a resource to the website
- Bulk Upload – Upload multiple resources at a time

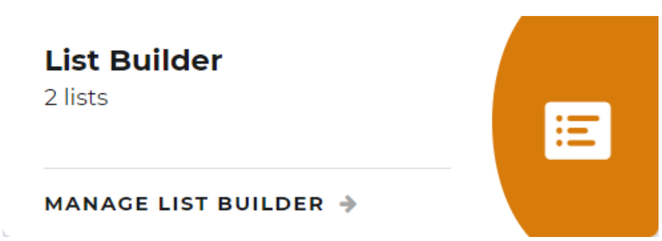
This allows for quick access to any module's functionality.

Site-Wide Search: Content within the modules is integrated into an interface that delivers comprehensive search researches. This includes pages, resources, and other core components. This means that one search will bring integrated results from all content, modules, and pages.

Modules





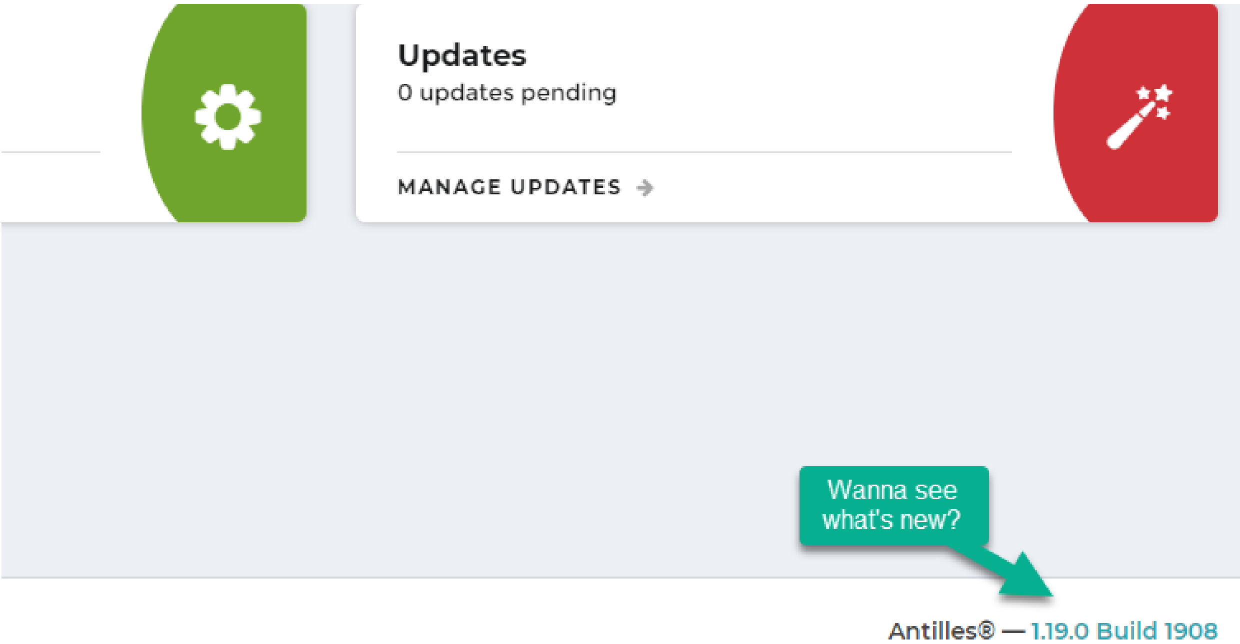


The modules are at the center of Antilles™, and are discussed more in depth in The Core of Antilles section on page **15**. Each module is intended to do a specific task, usually only relying on other core modules.

Every installation of Antilles includes A set of default modules for the basic setup of the site. Extra, or custom, modules are unique to some website installations.

> *The module colors are different depending on your installation of Antilles. They are colored based on their position in the Dashboard, rather than the name of the module.*

Antilles Change Log



Antilles is always being updated based on the feedback received from its users. You can view stable release updates by clicking on the “Build” button in the lower right-hand corner of the page pictured above.

While it is (sometimes) poor practice in software to remove legacy features, changes to software do sometimes remove previous functionality due to unforeseen circumstances. This page will list any of these changes when things work in a new or different way than before.

Antilles Change Log Continued

LRS Antilles Content Manager® Change Log

Version 1.19.0 (1908)

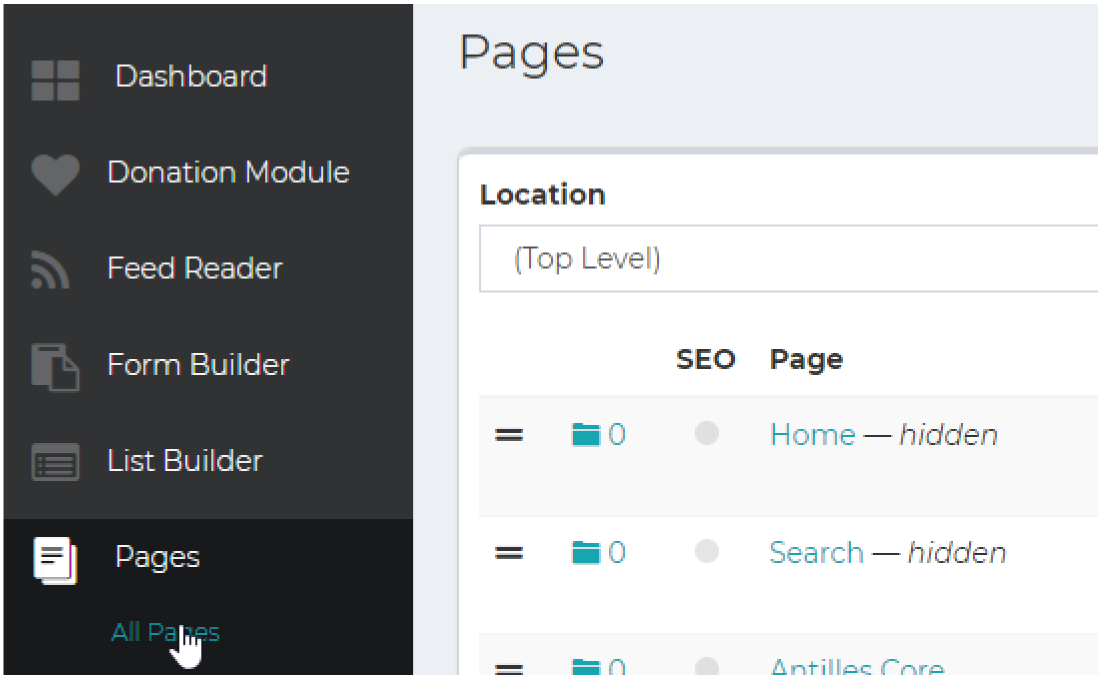
Released: August 13, 2019

- Added new Antilles Search including initial integration with Pages, Resources, List Builder, Form Builder, Events, Locations, and Store
- Added sort by file extension to resource listing page
- Updated Antilles search with hooks for other modules to return search results
- Updated Antilles resources by category plugin to remove hierarchy from category names
- Updated Users audit log to include paging and additional text search functionality
- Fixed issue with limited users not being able to add plugins using the IAntillesPlugin interface
- Fixed issue where limited users didn't have appropriate role restrictions in filter by category user control
- Fixed sitemap generation issue where base URL was displaying twice

Here you can view all recent changes made to the website content management system. Along with recent changes, this page lists all the different software systems Antilles uses within its framework.

The Core of Antilles

Pages



Pages Module:

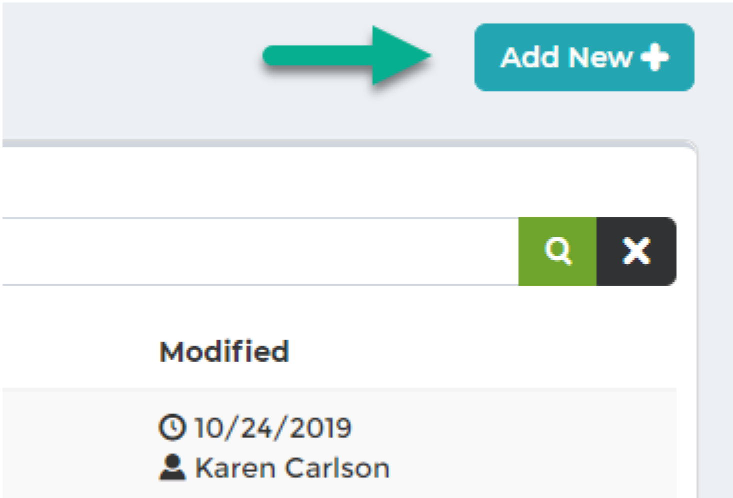
Webpages are the building blocks of your website. A webpage contains all other information your site houses for user navigation. Pages added will automatically be included in the top-level navigation/menus, unless specified in the page settings with the 'Hidden' checkbox.

Adding a Web Page

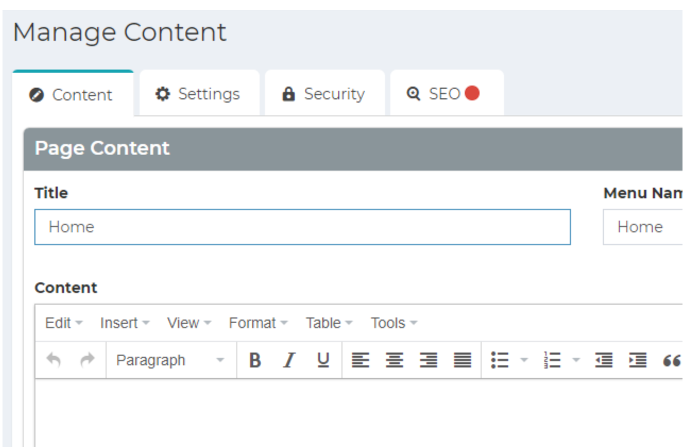
Adding a webpage can be done by either opening the *Pages* module, or from the Add Page sub-item in the left-hand sidebar menu.

On the next page, we will discuss how to add a webpage and what the different options offer to a user when creating a webpage.

Step-by-step: Adding a Web Page [Watch how to create a new page]



1. To create a page you can select Add New from the pages menu in the sidebar or click the Add New button on the Manage Pages screen. This will add the page to the menu level you are currently in. The interface above is at the top level menu, which will add the page to the site's main navigation menu.

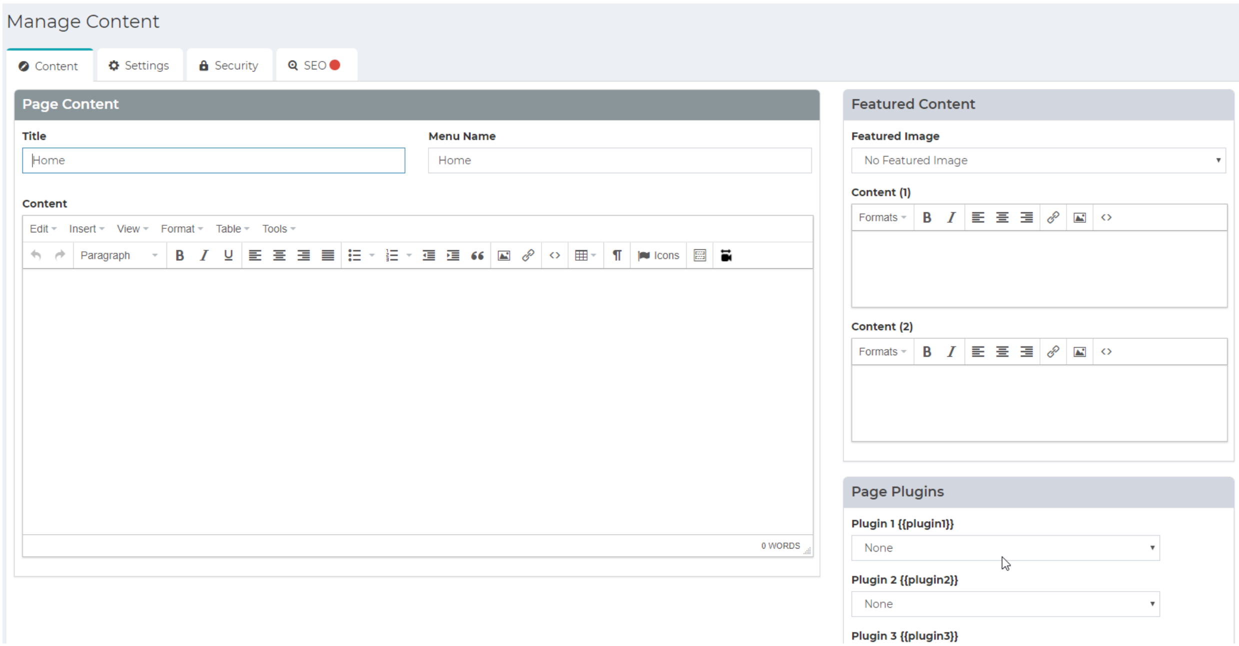


2. Once you've added a new page, you should see the "Manage Content" template with four tabs: Content; Settings; Security and SEO. You are ready to add content. Let's begin with the Content tab.

3. Add any additional featured content or plugins that need to be added to the page. Some examples of plugins include lists, forms, or anything that's been created with a custom Antilles module.

Step-by-step: Adding a Web Page: Content

LRS Web Solutions is migrating its content editor from the current TinyMCE to Imperiavi's Article Content Editor. During this migration, Antilles version 1.20 includes both content editors – Article RTE for Pages and Tiny MCE for other modules. Future versions of Antilles will phase out TinyMCE.



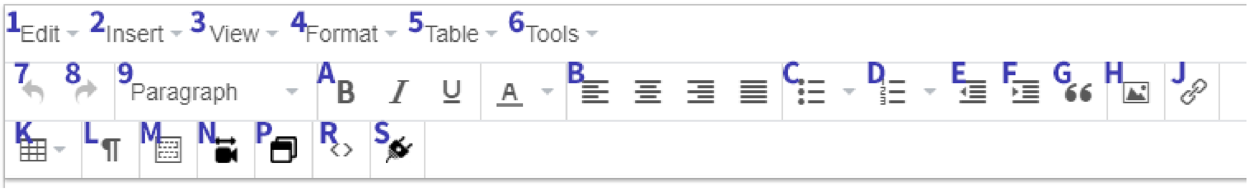
4. **ADD PAGE CONTENT:** This section includes the main text and images for your page. The quality of this content is very important for users to find your site (Search Engine Optimization).

   a. **Title**: Write a short, descriptive title for the new page. It will be displayed at the top of the page unless otherwise specified.

   b. *Menu Name in the appearance section is automatically populated with the title of the page title when it is first typed. If you do not want this page in your menu, be sure to click "hide in menu."*

   c. **Content**: This is where you put the text contained within the bulk of the page.

      a. For versions 1.15-1.19, LRS Antilles uses a third-party vendor called "Tiny MCE" and includes features like other word processing software. A full description of the different features of the rich text editor can be found at [www.tinymce.com.](http://www.tinymce.com) Here's an overview of the tools within the Tiny MCE panel:



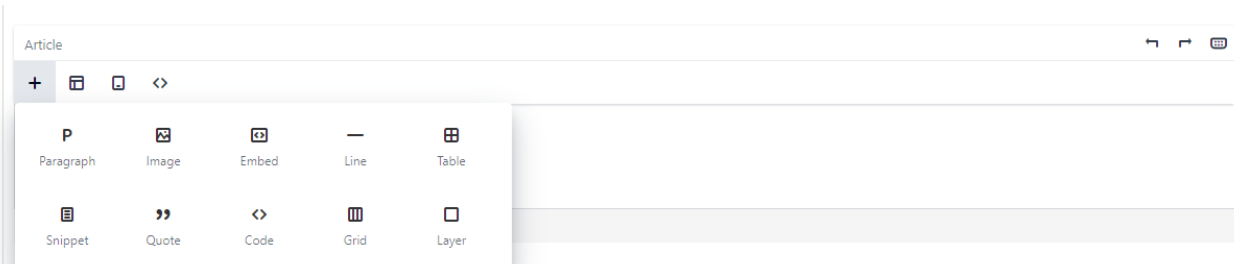
1. **Edit Menu** has some basic text editing capabilities. Most are labelled and do exactly what you think they would do. The “Paste As Text” is a bit different, but usually only used if you are migrating content from another site, it will remove any formatting from the text you are pasting and only paste the words. This is useful so that you're not bringing in any pre-existing css into your document and allows you to easily set it up with the site’s styles.
2. **Insert Menu** allows you to insert links, media (videos, images), templates that we have setup (accordions, tabs, column layouts), a horizontal line is a divider that exists within your content, and responsive video is a control that we created so that you could add videos from external sources such as YouTube or Vimeo and they would respond to different viewport sizes (mobile, tablet, desktop)
3. **View Menu** doesn't have anything to do with content editing
4. **Format** is where you're going to set text styles (bold, italic, etc.) Select Format > Formats > Float Left or Right to position an image to the left or right of a document and have everything else flow around it.
5. **Table Menu** will give you some options to insert a table and the different settings you have for that
6. **Tools** Menu allows you to view the source code of the content that you are editing.
7. Quick undo button
8. Quick redo button
9. These are the different formatting tags you can use. All of your headings will be in here as well as the standard paragraph (for body text). Headings should always appear in descending order unless you are jumping back up to a previous heading. For example, h2 > h3 > h4 > h2 is fine but h2 > h4 > h6 is not. This is for accessibility reasons. Screen readers just have an easier time parsing document content when everything is in order. All pages start with an H1 that is the page title and there should only be one H1 on any given page. If you need more guidance, talk to the LRS Web Content Specialist.
10. A. Bold, Italic and Underline text styles
11. B. Left, Center, Right align and Justify Content
12. C. Bulleted List
13. D. Numbered List
14. E. Decrease Text Indent
15. F. Increase Text Indent
16. G. Block Quote
17. H. Insert an Image
18. J. Insert a Link
19. K. Insert a Table
20. L. Show content blocks in the image editor (This makes it easier to position and select specific content)

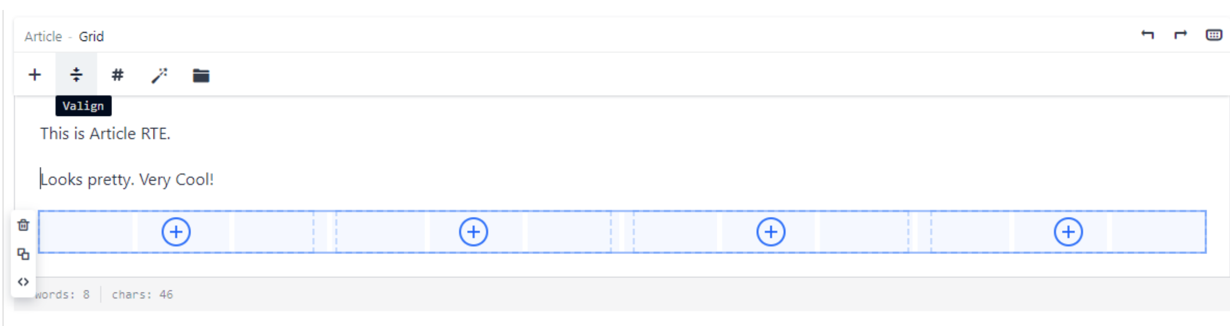
21. M. Insert a Template (accordions, tabs, columns)
22. N. Insert a Responsive Video
23. P. Insert a Modal Window
24. R. View Source Code
25. S. Insert a Plugin (like a form, gallery or a list.)

d. Article Editor

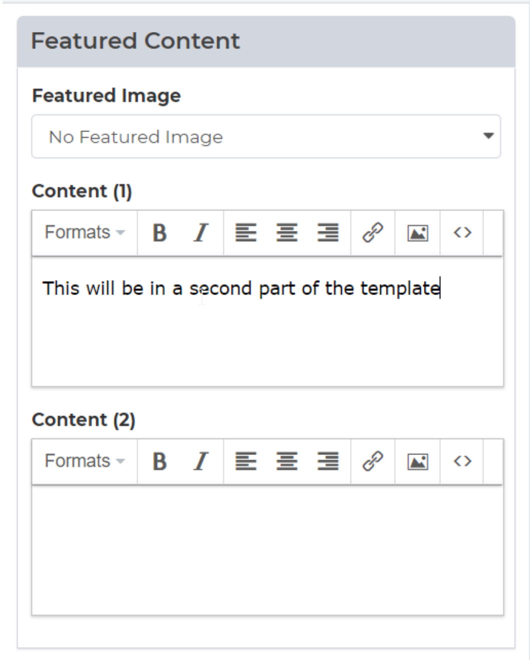
Versions 1.20 and above have the option of using a new content editor, called Article Editor.

Article uses a block format for paragraphs and features similar to other CMS content editors. It also includes pre-made grids, templates, and snippets customized to your website to help you design your webpages. LRS is developing a user guide for Article. Submit a Helpdesk ticket for more info.





Step-by-step: Adding a Web Page: Additional and Featured Content



1. **ADD ADDITIONAL CONTENT IF NEEDED:**
   On the right side of the Manage Content template, you'll see Featured Content and Page Plugins. These are custom-created modules that the LRS Web Solutions team has added tor your Antilles site.

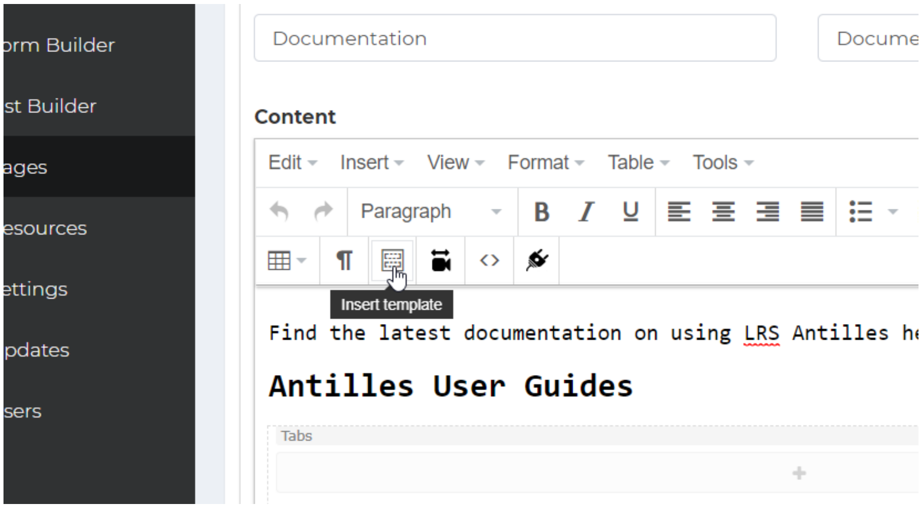
   a. **Featured Content**: Select the desired content for the page from the pull-down menu. This content will automatically display according to the design of that page's template. (The site template can be set in the page settings and will dictate the layout of content.) Typically, the featured content will either be in a sidebar or a pre-formatted area.

   b. **Page Plugins**: The page plugins are where you can insert other module data into the page. This includes lists, forms, and any other custom modules that have been added to your site. Plugins can only be added once the page is saved. You can insert plugins either with in the Content editor (plug icon) or through the right-side sidebar "Page Plugins".

      You can edit a plugin within a content area.

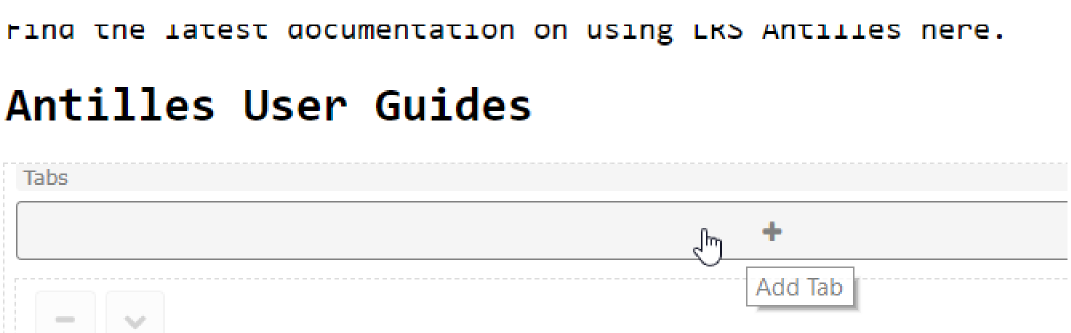
1. Once the content is added, press "Save" at the bottom of this page. The page will be added to the main menu navigation.
2. Once a page is saved, you can view it by clicking on the eye icon in the upper right corner of Antilles.

Step-by-step: Adding a Web Page: Content Templates

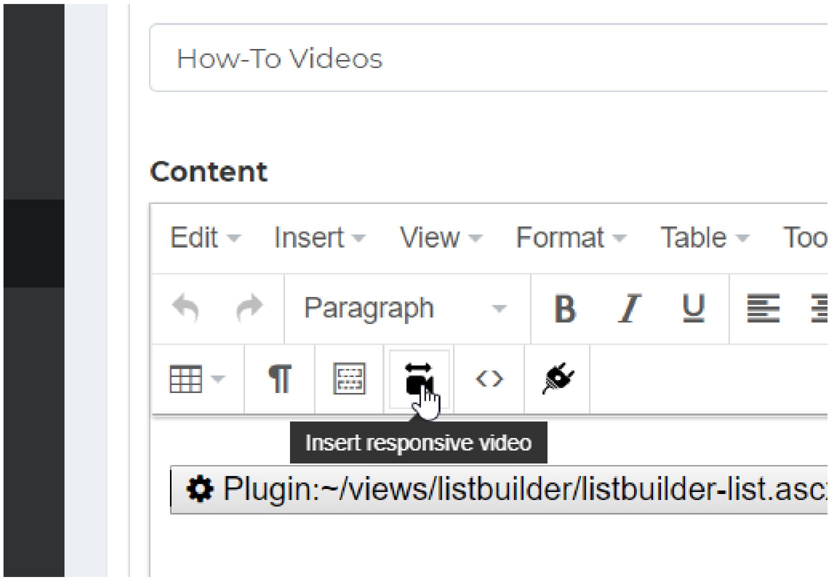


Not to be confused with Page Templates in the Page Settings, Content Templates are comprised of commonly used layout techniques within pages. Examples of how these will display can be seen in your site's Style Guide page (It will be your site URL with /style-guide/ at the end, so https://antilles.me/style-guide for example).

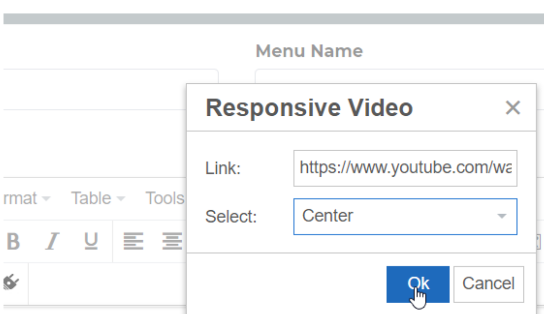
Additional columns, tabs, or accordions can be added to the template after it has been added to the page.



Step-by-step: Adding a Web Page: Including Videos

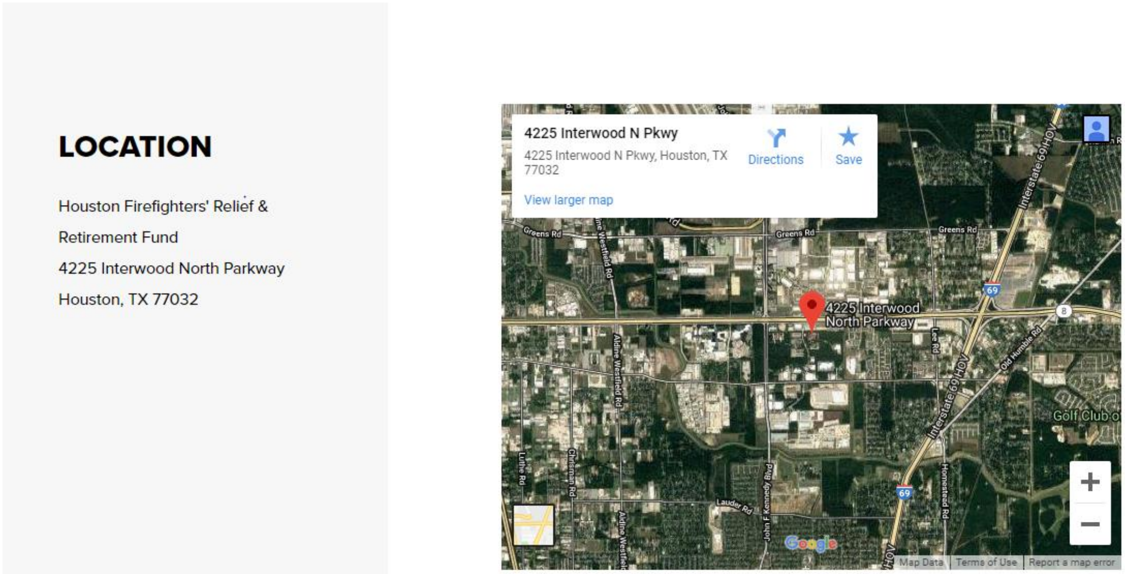


Videos can be added to webpages and linked as a resource, however we strongly recommended using a video hosting platform such as **Vimeo®** or **YouTube®** to host your video; once hosted they can be included through the responsive video button in the toolbar.

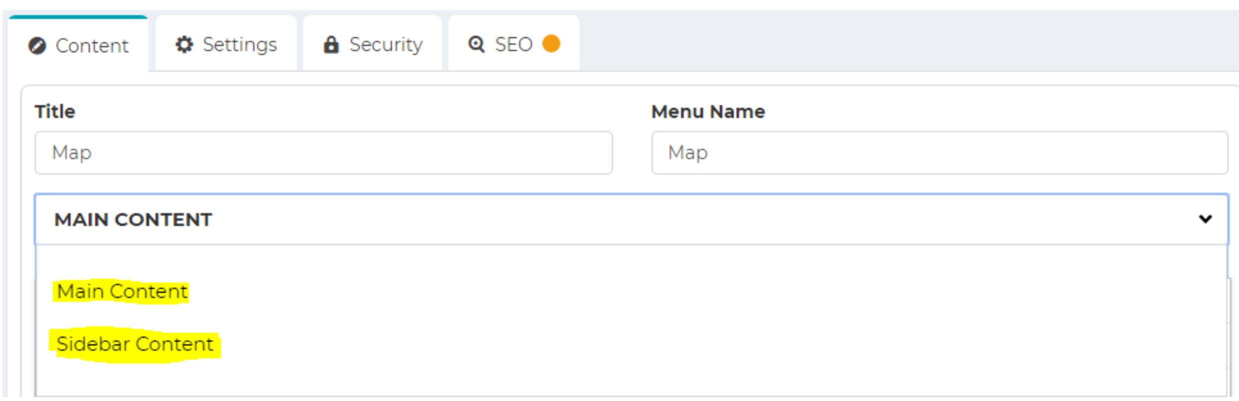


Step-by-step: Adding a Web Page: Multiple Content Areas

You can now have multiple content areas to your page, similar to a column layout. See the page below, which has two content areas.



In LRS Antilles, the setup is like as a dropdown list like this:



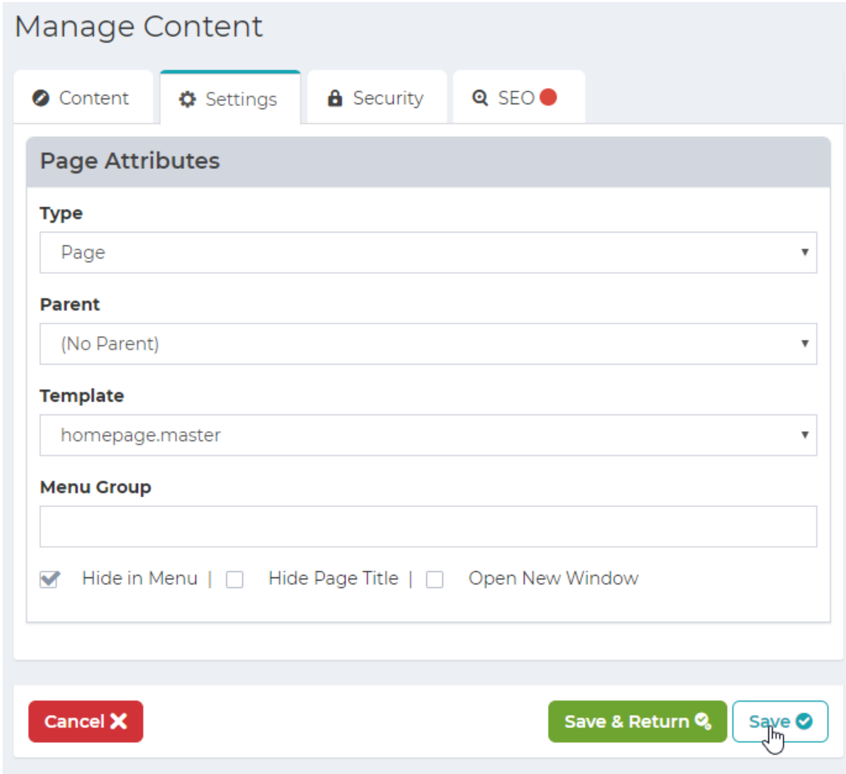
Using the drop-down menu, you can manage and edit specific content in each content area.

This is a sophisticated way to get more information in the place that you want it. It's mobile friendly too.

Note that your website's theme will need to be modified to support multiple content areas. Contact Helpdesk for assistance.

Step-by-step: Adding a Web Page: Settings

3. After adding content, navigate to the Settings tab at the top of the page.



c. **Type**: There are three types of pages that can be added.

  i. **Page:** Your typical page with a header, body content, and a footer. Links normally in the menu to the page.
  ii. **Placeholder:** Serves as a menu category. Does not link to anything in menu and has no content.
  iii. **Link:** Links to another page through a URL. Use this for links to other sites or pages that already exist.

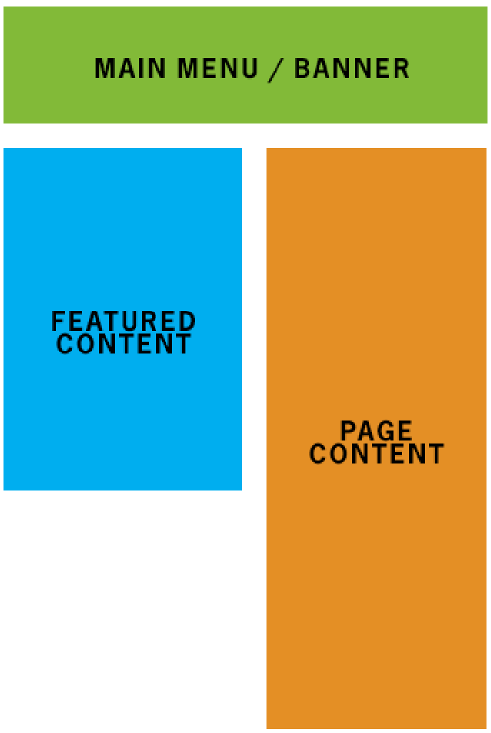
d. **Parent:** This is the page attribute that determines in which part of the menu the page will be displayed in. If a page has the (No Parent) attribute selected, the page will display in the main site level menu. Pages with another page selected as the parent will display as a sub-item for that page, so long as their parent does not have a parent (This can vary on a site-by-site basis).

e. **Template**: This attribute is discussed in the detail on the next page. The template is the skeleton for the page and will determine how the page is laid out.

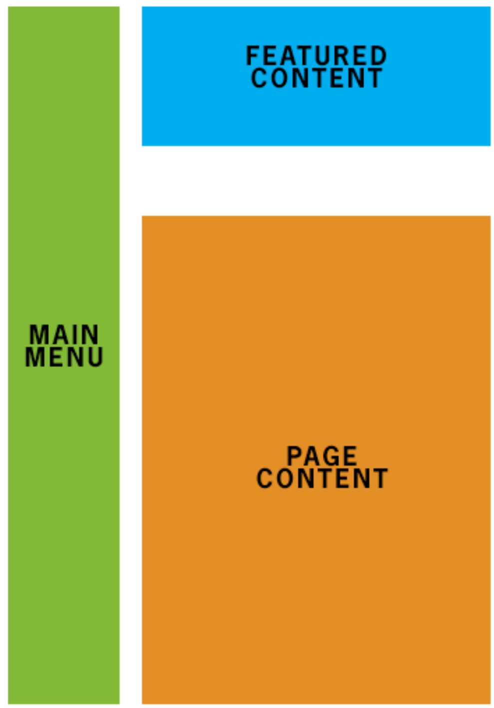
f. **Menu Group**: This is an extra field and should only be modified for back-end purposes.

Template Field: In Detail

The template field will always have a few options to choose from. This will determine the layout of the page. Most of the time, the layout for the home page is different than all other pages, so it has its own template. Pictured below are two examples of how a template might choose to display page data differently.

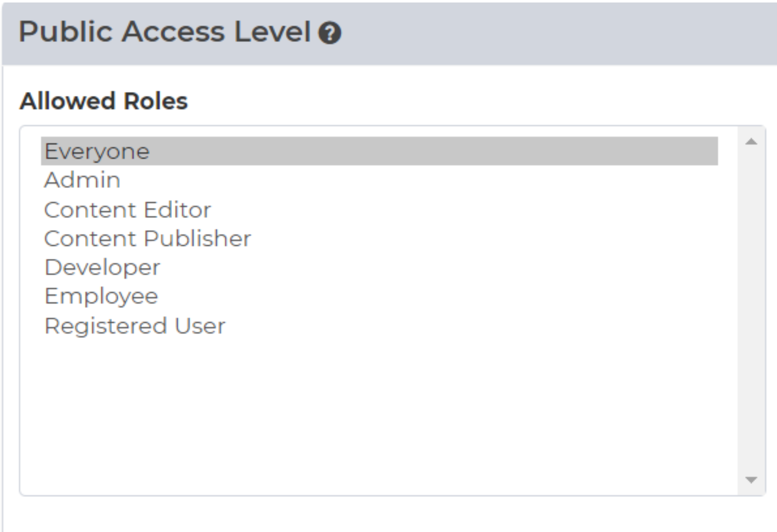


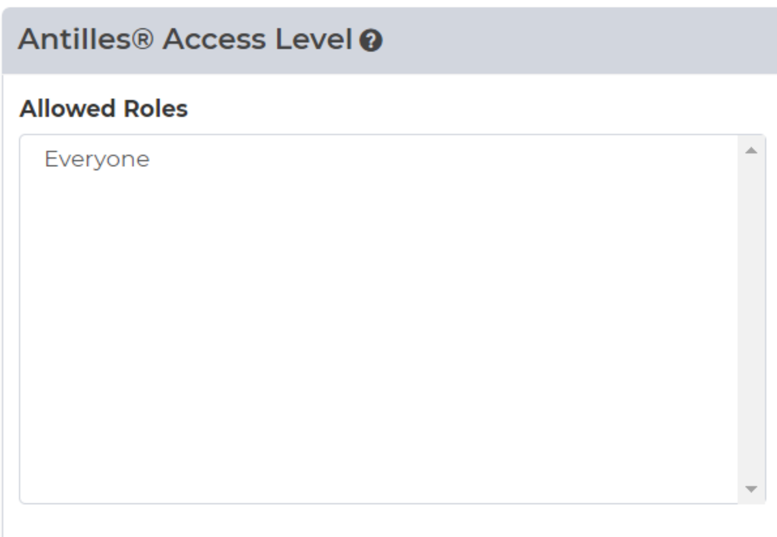
Template One



Template Two

Step-by-step: Adding a Web Page: Security



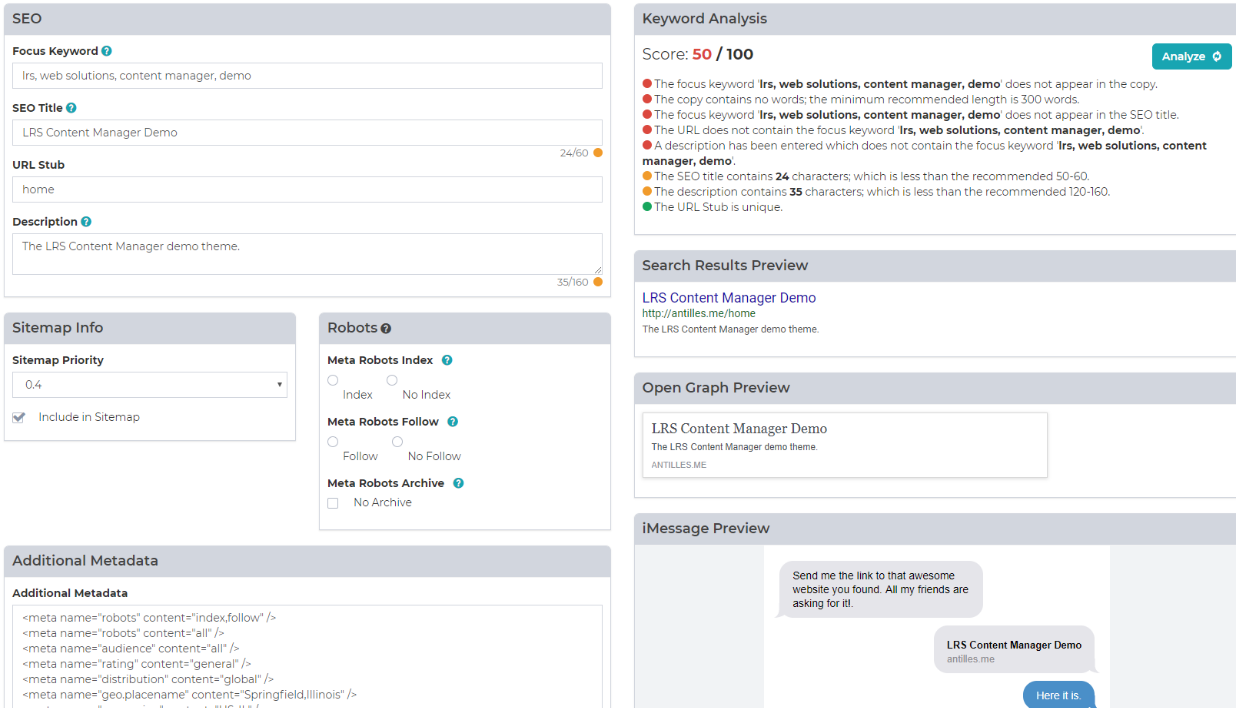


Security:

The Security pane is used to manage the Roles that have access to view the page. These are custom defined and are set to Everyone by default. If it is set to any other role, the user will have to log into the site to view the page. Roles are discussed in depth in the Roles section on page **50**. New to Antilles 1.17.0, roles can now be restricted in the admin. Only users in the roles here will have the ability to edit the created page.

Step-by-step: Adding a Web Page: SEO

[Watch how to add SEO]

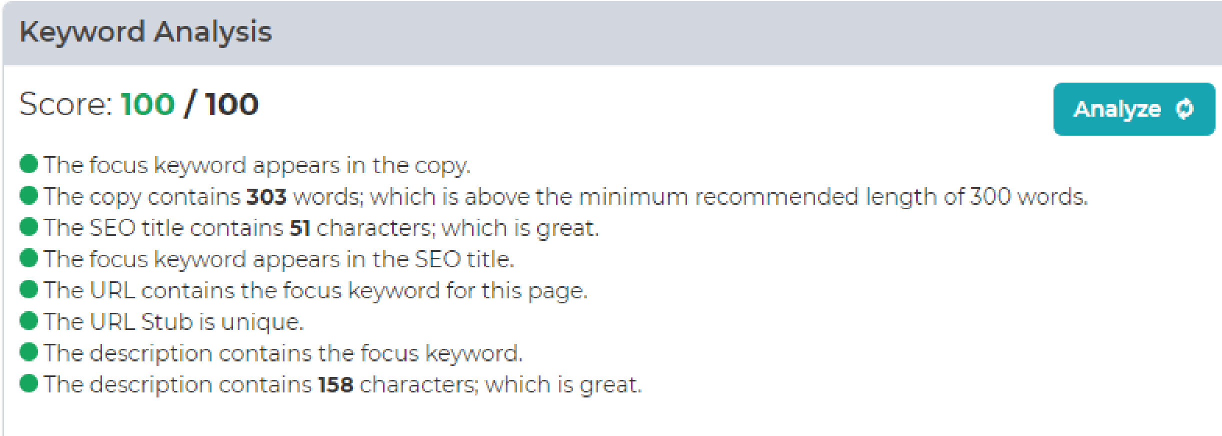


SEO:

SEO stands for Search Engine Optimization. This section of the page will help you bring your page to the top of search queries. The SEO section will also provide feedback and suggestions for any pages that don't meet current best practices.

a. **Focus Keyword:** This is the keyword that will be analyzed by the Keyword Analyzer for SEO presence.
b. **SEO Title**: This is the title that will appear in search results and will be the title used for SEO purposes. This title might be longer and more descriptive than the page title or menu title.
c. **URL Stub:** This is the stub that will be used for the page. This should be a word that is readable and linkable to someone in an intuitive way.
d. **Description**: This is what will be displayed as the description of the page in search engine results. Be accurate, and descriptive of the page content.
e. **Sitemap Info:** This is the priority of the page as it appears in the sitemap relative to all other pages. This can be anywhere from 0.0 to 1.0. 1.0 is the highest (home page) and 0.0 is lowest (Outdated pages).
f. **Additional Metadata:** This is where all additional metadata is added. An example of this are Geolocation tags. Be sure to include the full tag when adding additional metadata.
g. **The Keyword Analysis:** This box will display suggestions and issues with the page's SEO once analyzed.

Step-by-step: Adding a Web Page: SEO Continued



- **Keyword Analysis:** Keyword Analysis is what you check against for search results. The higher the score, the more likely that searches with that keyword will return your page.
    - **Focus Keyword:** This is the keyword that users will be wanting to find.
    - **The Copy:** This is the page's main content, which is best optimized when it contains 300 words or more.
- **Search Results Preview:** This is how your page will be displayed in search engines. These fields are determined from the SEO pane, and changes will reflect in this box.
- **Open Graph Preview:** Open Graph is used in many social media sites, Facebook included. This is what will be displayed when the page is linked in an app such as Facebook's messenger, or in other chat interfaces. There will be additional support for this in future Antilles releases.
- **iMessage Preview:** This pane will give a preview of how your page will link when shared in iMessage, or Apple's iPhone Messenger

Technical Notes:

Canonical Tags are automatically included for all pages in all modules. This will clarify for search engines how to index pages so they won't be considered duplicates.

Robots File: Pages default to "Index" and "Follow" for indexing.

Version History

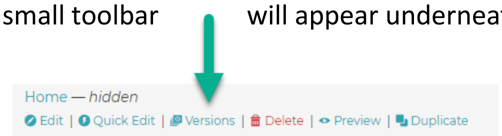
Easily access previous versions of a page and revert if desired. Previously this was only enabled for sites that had workflow enabled. Starting with 1.20, this is available across all sites. You'll find it in the Page listings

How to Use Version History

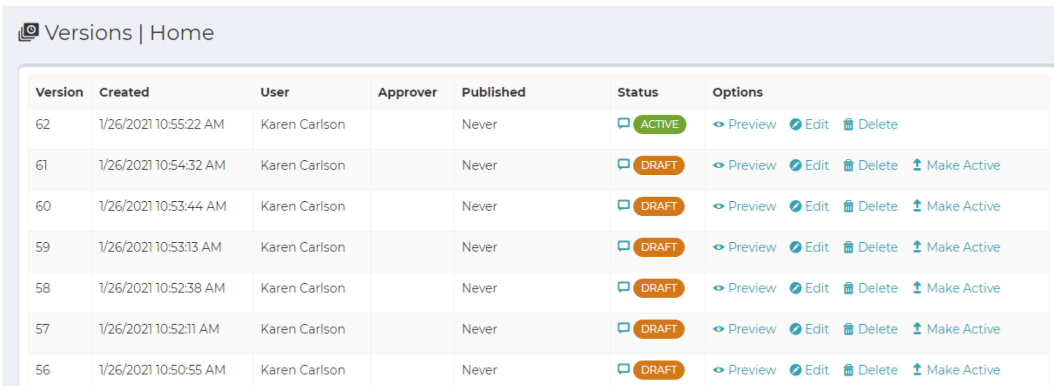
Go to "All Pages"

Hover over the page you want to access.

A small toolbar will appear underneath the page title. Click “Versions.”



You will see a numbered list of the versions of the page. A version is registered when a page is saved. The most recent version will appear at the top. Here you can see the day and time the version was created, which user created it and approved it, and if it was published. Previous versions of a page are considered “drafts.” You can preview any version, edit or delete it. To replace the page with a previous version, click “Make Active,” which will make that version live, and create a new, “active” version of the page at the top of the list.



Versions | Home

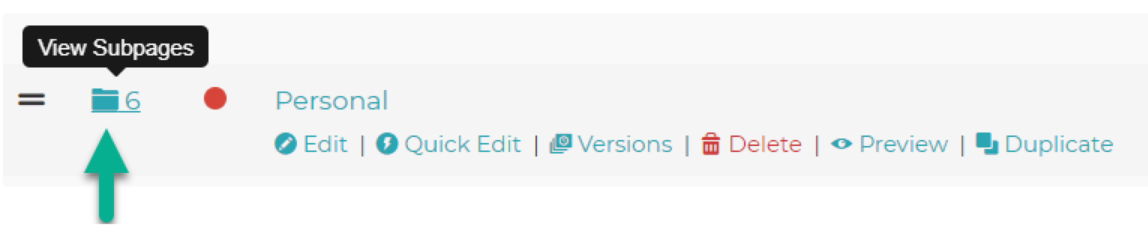
Version	Created	User	Approver	Published	Status	Options
62	1/26/2021 10:55:22 AM	Karen Carlson		Never	ACTIVE	Preview Edit Delete
61	1/26/2021 10:54:32 AM	Karen Carlson		Never	DRAFT	Preview Edit Delete Make Active
60	1/26/2021 10:53:44 AM	Karen Carlson		Never	DRAFT	Preview Edit Delete Make Active
59	1/26/2021 10:53:13 AM	Karen Carlson		Never	DRAFT	Preview Edit Delete Make Active
58	1/26/2021 10:52:38 AM	Karen Carlson		Never	DRAFT	Preview Edit Delete Make Active
57	1/26/2021 10:52:11 AM	Karen Carlson		Never	DRAFT	Preview Edit Delete Make Active
56	1/26/2021 10:50:55 AM	Karen Carlson		Never	DRAFT	Preview Edit Delete Make Active

Viewing Subpages

It’s easy to understand the structure of your website. The green folder icon indicates subpages of your top-level pages –(top level usually refers to pages visible on your website menu.). To view the sub pages

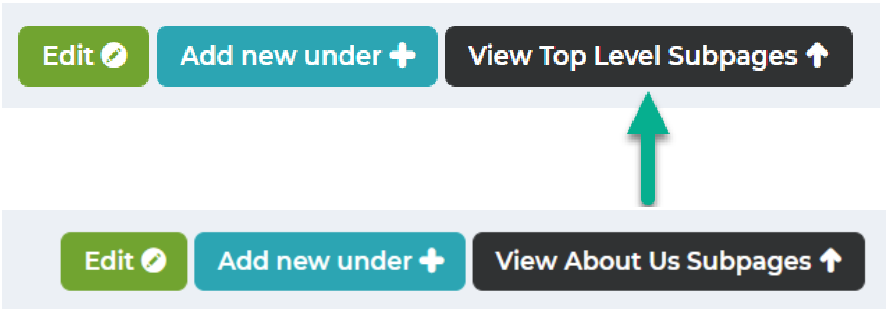
Pages > All Pages

The green folder number indicates the number of subpages aligned with the top-level page. In the example below, there are 6 pages as “children” of the “parent” page, called “Personal.”



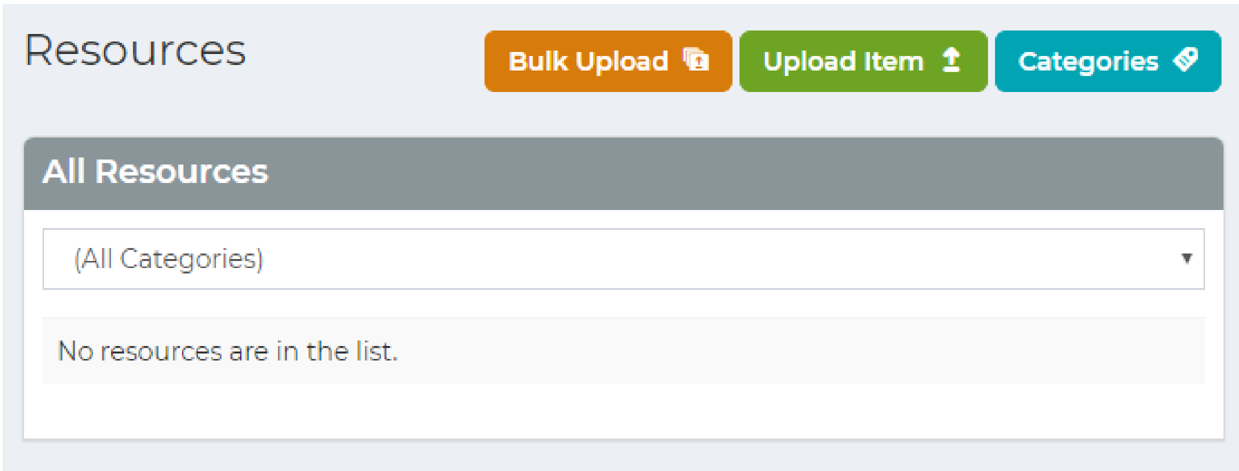
To view the subpages, click on the green folder.

To easily view the pages up one level, click on the black button, which may contain the name of the parent subfolder.



This will allow you to move easily between sections of your website. You can have multiple sub-levels of your website. For the best user experience, don't have more than 2 or 3 sub-levels of your website. For guidance, contact LRS Web Solutions.

Resources



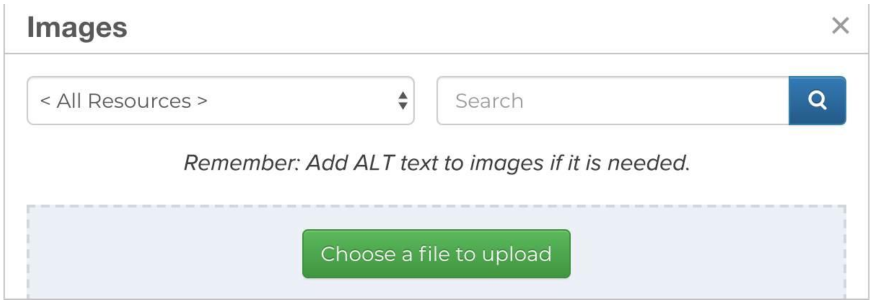
Resources Module:

The *Resources Module* manages all uploaded files (Images, PDF, etc.). Any file type you want to display in your website goes here; whether it is for a download or to display in a page. Some file types aren't supported by some browsers however. A good reference to show what data types are supported by which browsers can be found below https://en.wikipedia.org/wiki/Comparison_of_web_browsers#Image_format_support

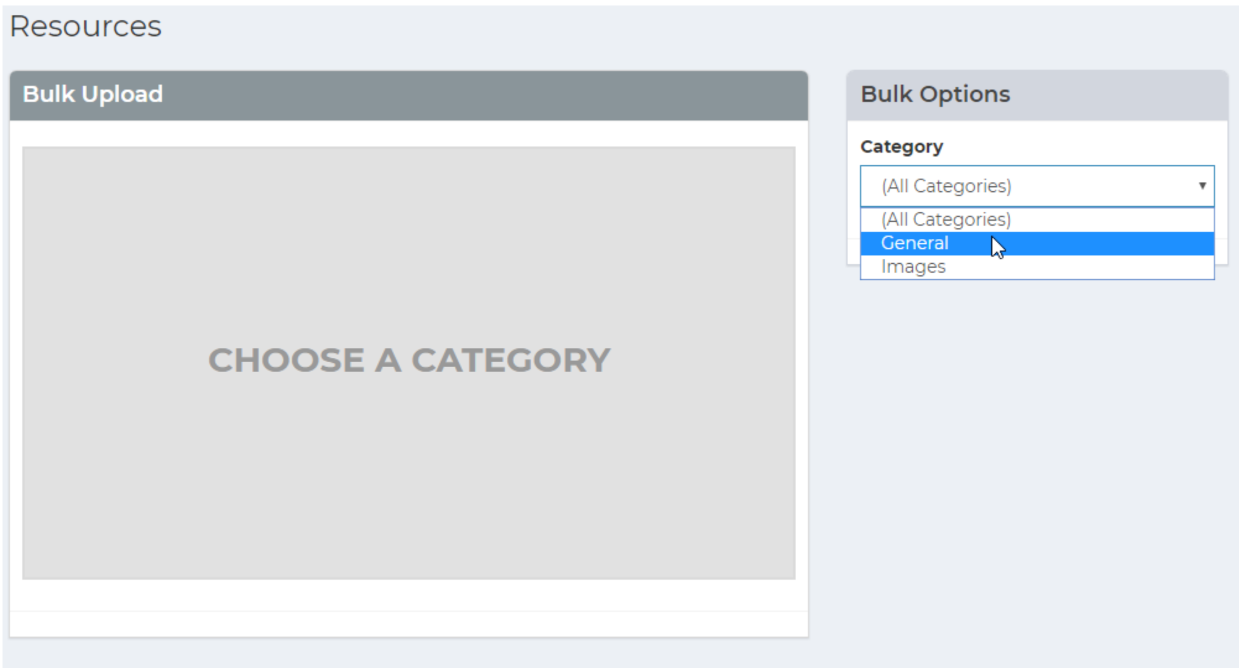
Adding Resources Watch how to upload images and files

To add resources, press the "Upload" button above the resource editor, pictured above. Once there, name the resource, choose a category, describe it, and upload the file. Types are synonymous with Categories. Adding categories is described below

After you upload an image, you will see a reminder to add alt text with an image. This is text that describes the image for those with disabilities using screen readers. Learn more about Alt Text.



Adding Resources (Bulk Upload)



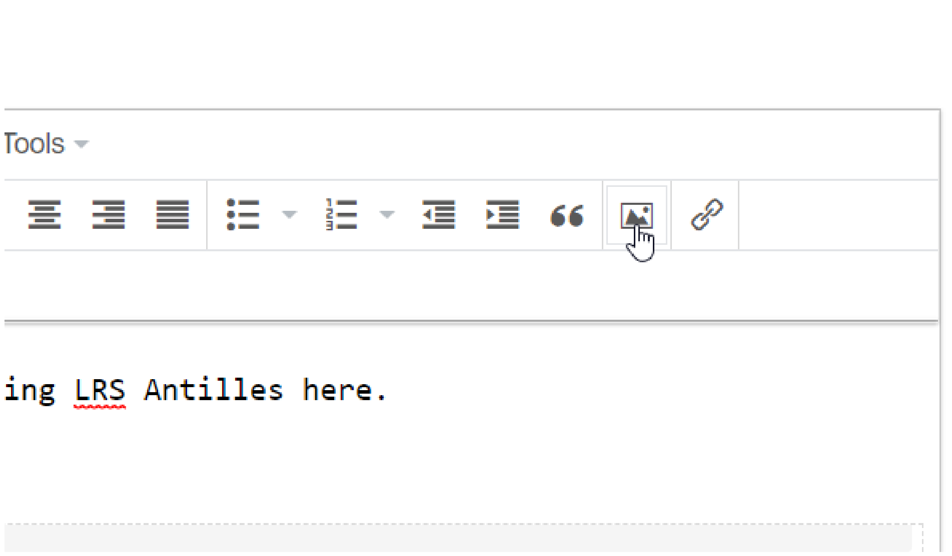
Bulk Upload is used to upload multiple files at one time. To use this, navigate to the bulk uploader at the top of the *Resources* module in the menu. Once there, select a category and drag your files into the bulk uploader using classic windows drag and drop. Multiple files can be dragged at the same time.

Adding a Resource Category

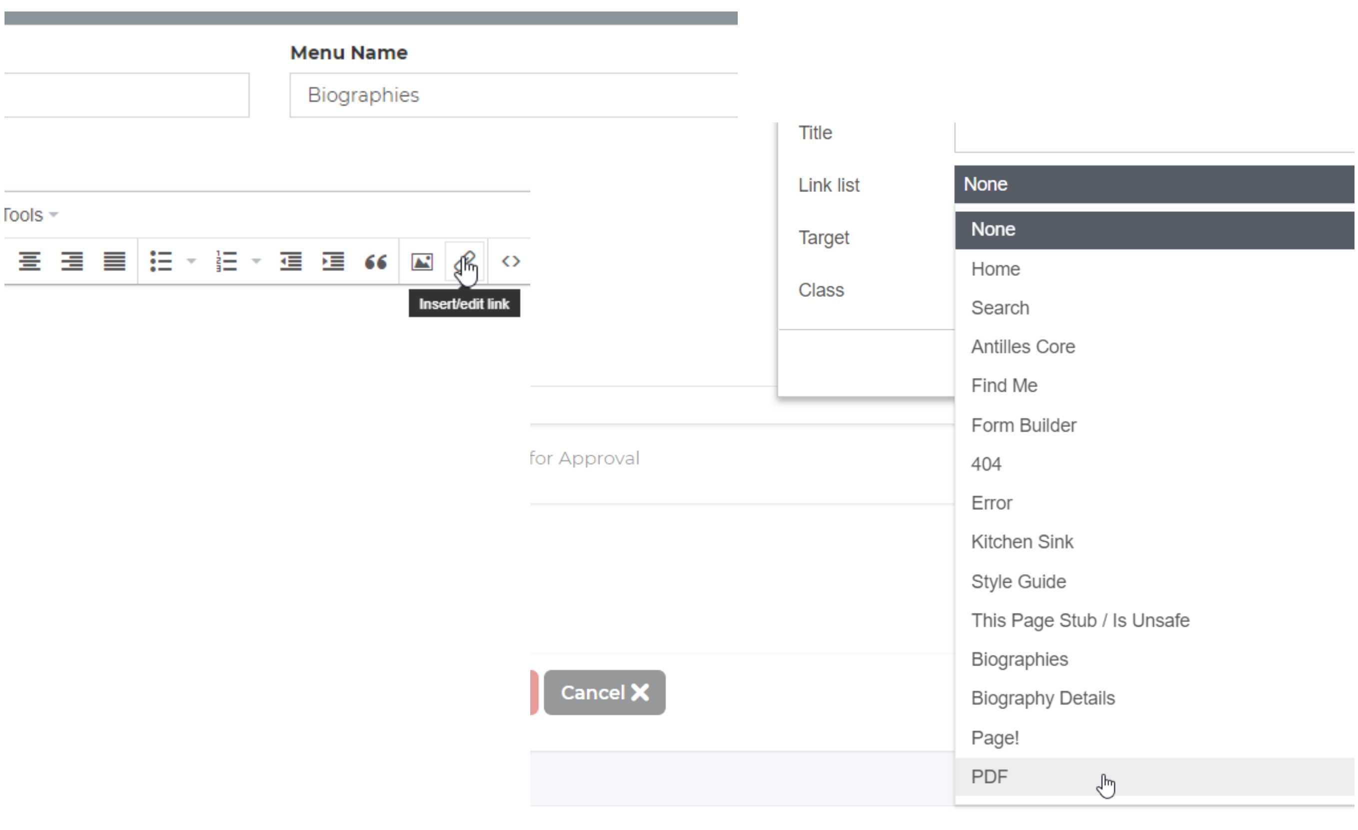
To add a new category, navigate to the category submenu and add categories by name. Categories only need a label to be used.

Adding Resources (Adding Resources to a Page)

Adding an image will be slightly different than adding other resources if they are meant to be displayed in line with content.



For all other resources, you will select the linked list icon and select a resource from the 'Link list' dropdown menu.



Blog Module

[Watch a video: how to create a blog post](#)

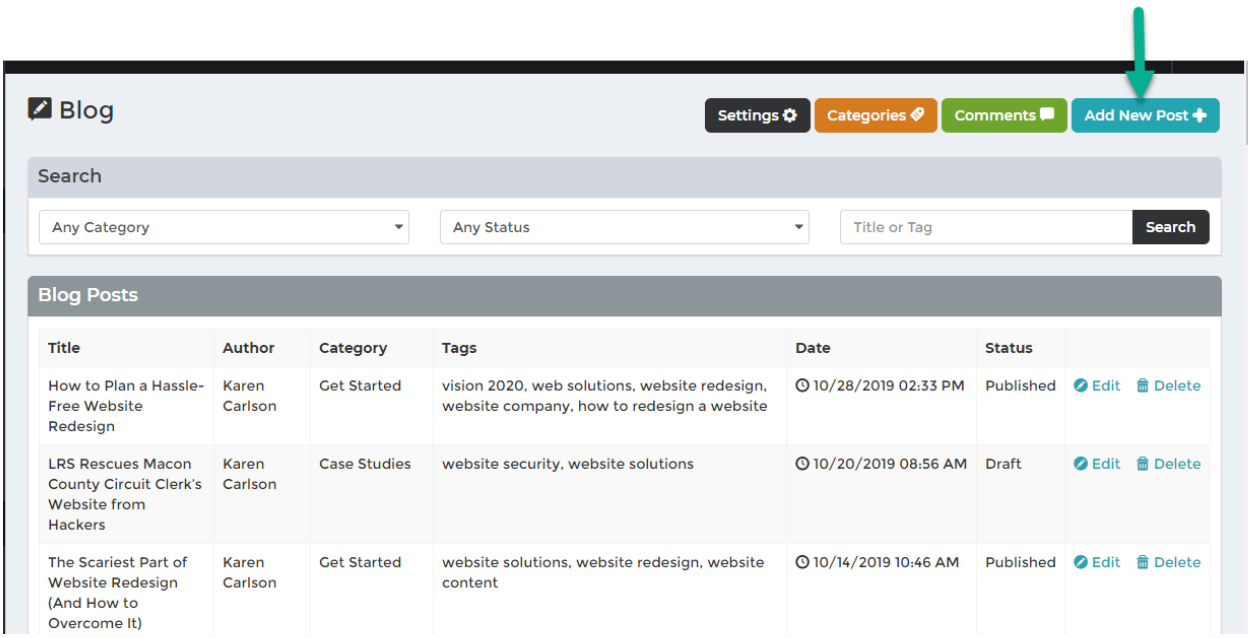
Blogs are a popular way to add fresh content to your website on a regular basis. From a marketing perspective, regular blog posts allow your company to educate users with your **Expertise**, **Authority** and to earn their **Trust (EAT)**. This encourages users to return to your site, backlink to your site, which can improve your rankings with search engines.

In LRS Antilles CMS, the blog module is a separate add-on to your site. Talk to your account representative about adding the blog module, or [submit a Helpdesk ticket](#).

Adding blog posts is very similar to adding pages.

Add a Blogpost

Post Details tab



Click on “Add a New Post”

Fill in the required information. The teaser will be visible from the homepage of the blog.

Posted date: This is optional. You can also schedule the post to be published at a future date.

Posted By: This is the name of the author. To add authors, click on the “Authors” link in the Blog SEO menu. You can also leave this blank if you like.

Title: This is the main title of your page. Be sure to include a keyword that readers would search for.

Subtitle Lead Text: This is the subtitle of your post. Include a keyword if it naturally works.

Teaser: This is a short, enticing paragraph to excite readers to read your post. Include a keyword if it is natural.

Details: This is the body of your blog post, containing all the same tools as the Pages module.

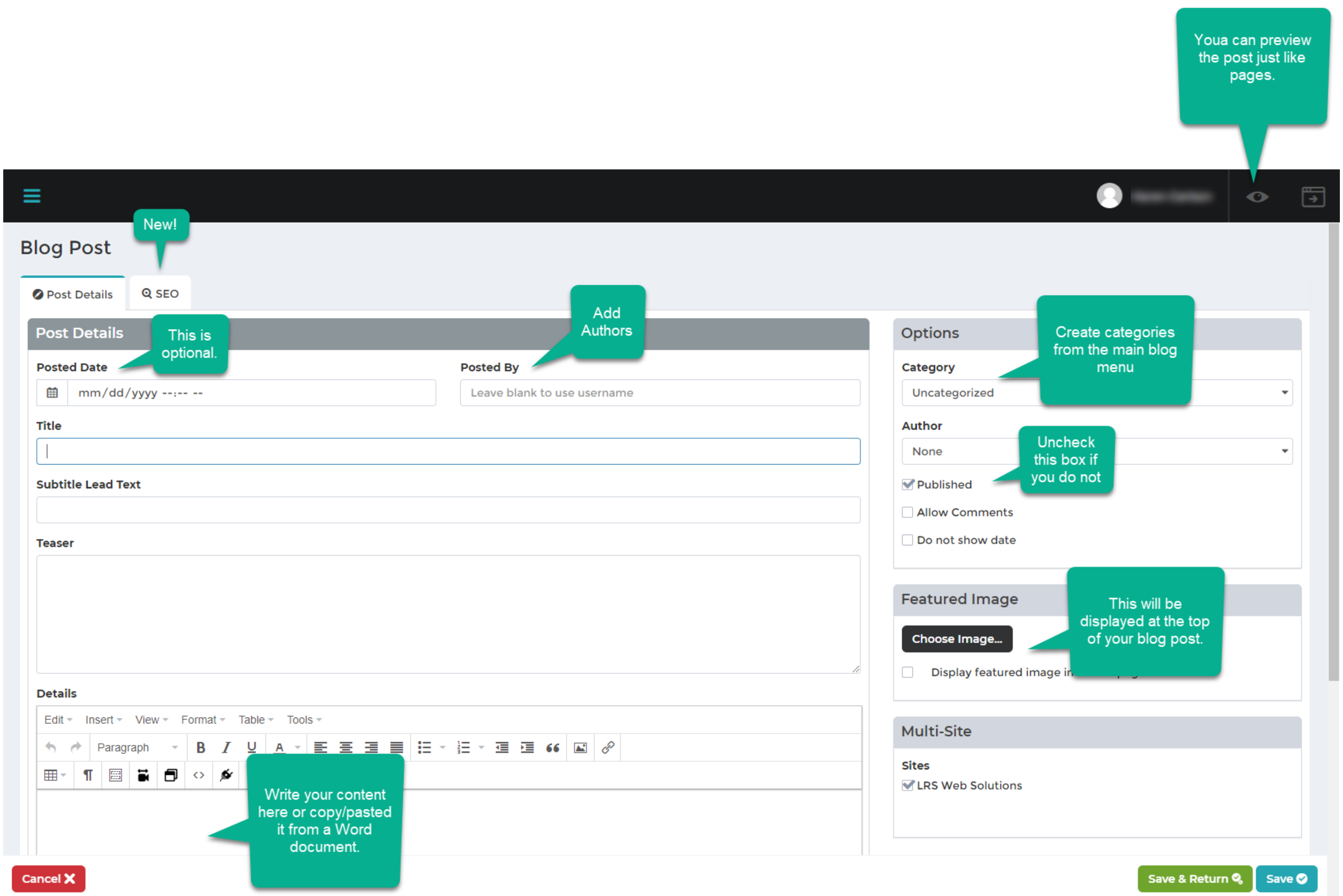
Options (Right Column)

Category: Choose a category and author for your blog

Published box: The blog post will be published by default. Uncheck the published icon to keep your blogpost as a draft.

Featured Image: this will be displayed at the top of the blog post. If you want it to be displayed on the homepage of the blog, check Display featured image in details page.

Multi-Site: If you are managing more than one website, make sure your post will publish to the correct site.



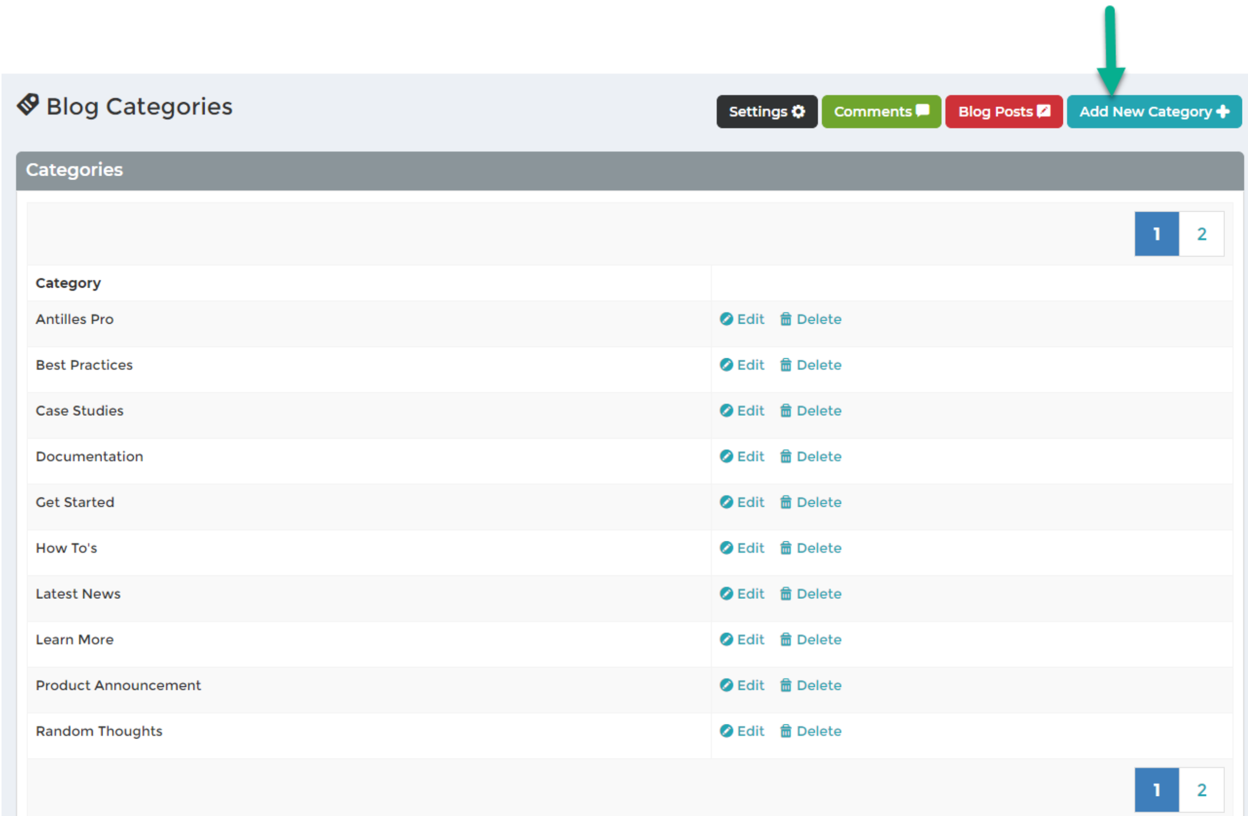
Blog SEO

Click on the SEO Tab. You will see that the Blogpost SEO Tab mirrors the SEO Tab for Pages (See above: Step-by-step: Adding a Web Page: SEO)

Blog Comments

If your blog post allows comments, you will see an alert when you open Antilles admin. Approve pending comments in the comments section to make them visible on the site.

Blog Categories

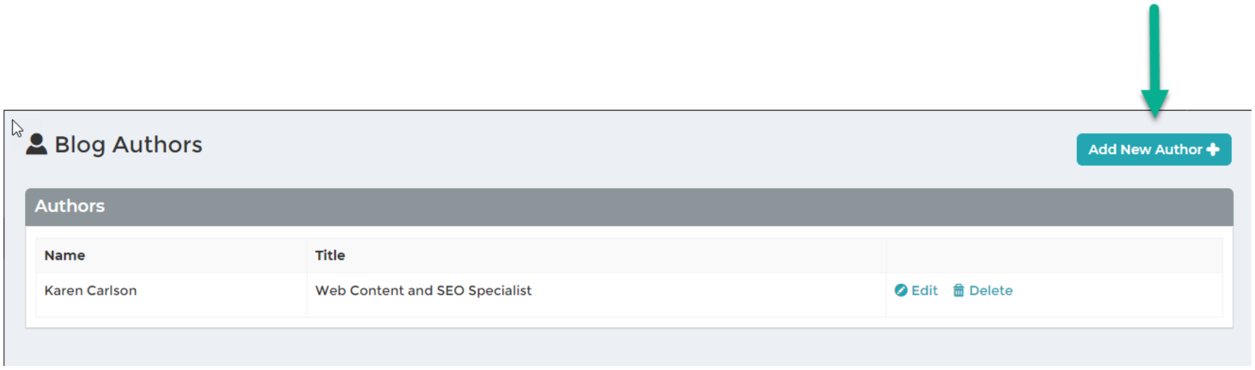


Categories help you organize your posts and make it easier for readers to search for what they want to know.

Creating categories is easy. Click on the blue "Add New Category" button in the top right corner under the Blog Categories sub menu. Simply type the name of the category you wish to create and click save.

Categories are automatically organized in alphabetical order.

Blog Authors



Diversify your blog writing with multiple authors. Click on Authors in the blog sub-menu. Click “Add New Author” in the upper right corner. Fill in the information as you like. You can also include an image to pair with the name of your author.

Blog Settings

LRS Web Solutions will set this up for you.

News Module

The news module functions similarly to the Blog Module. News articles may differ in article tone, frequency, and length. Dates may be more pertinent to news articles than blog posts. News articles do not have authors.

The module consists of 3 parts: 1) Settings, which is set up by LRS developers 2) Categories and 3) All News.

How to Add a News Category

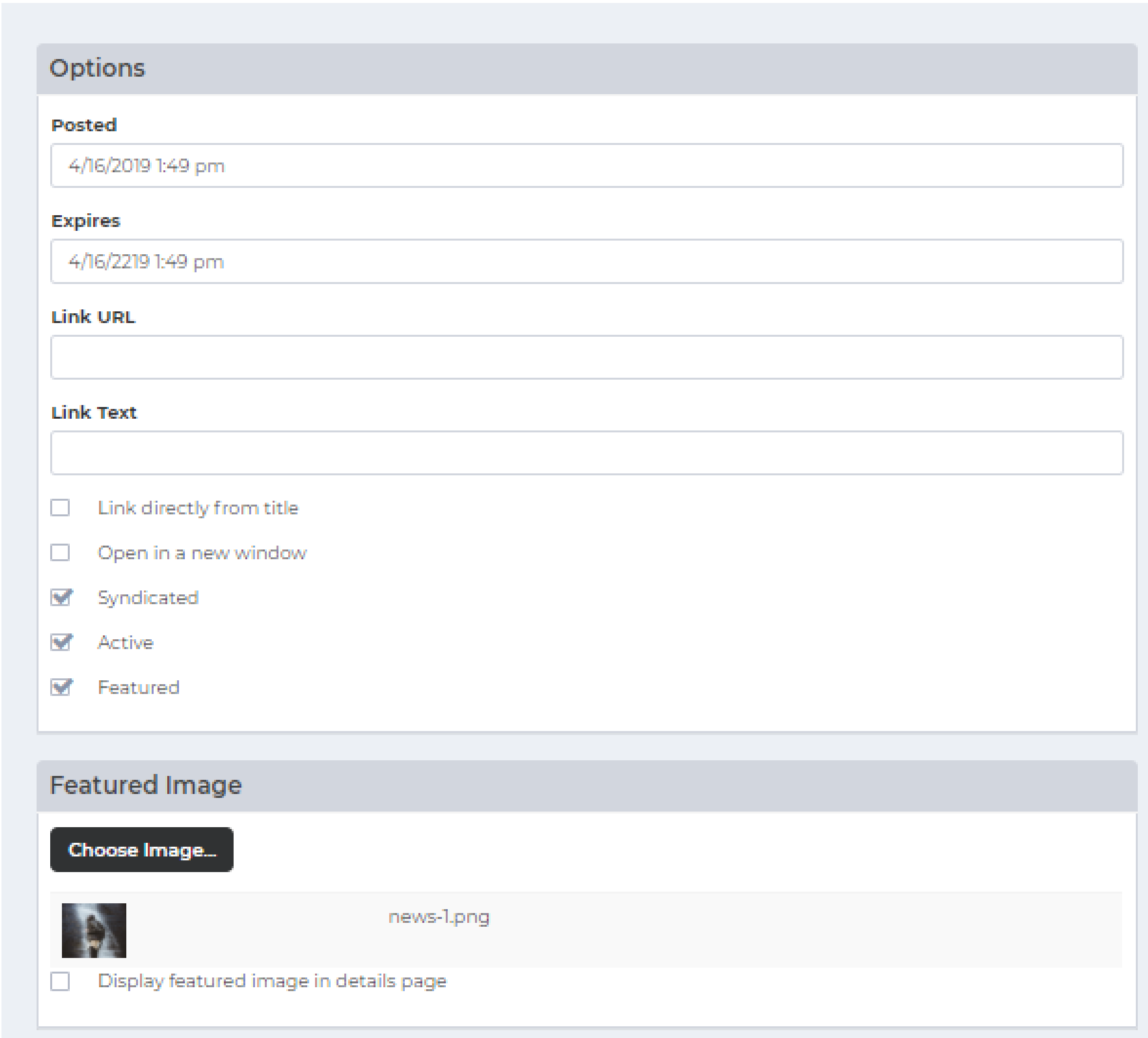
Click Add Category to name a new category. Categories are not required for the news module.

How to Create a News Article

Create a new article by going to News> All News and click “Add New.” Complete the details in the left-hand “Details” section.

Title – This is like the headline of your news article. It will be the H1 on the page. Blurb is like a subhead or “deck” as it is known in journalism. The body section is identical to the text editor found in the Pages and Blog modules. Add styles and media to enhance your article. Link to other relevant articles or pages on your website.

In the right "Options" section, you can change the posted date and choose if you want the article to be hidden after a certain date. Provide an additional link to end the article, a featured image, which will be displayed on the main page of your news, and other details, as desired. Save the article.



News articles also can be shared to your social media accounts.

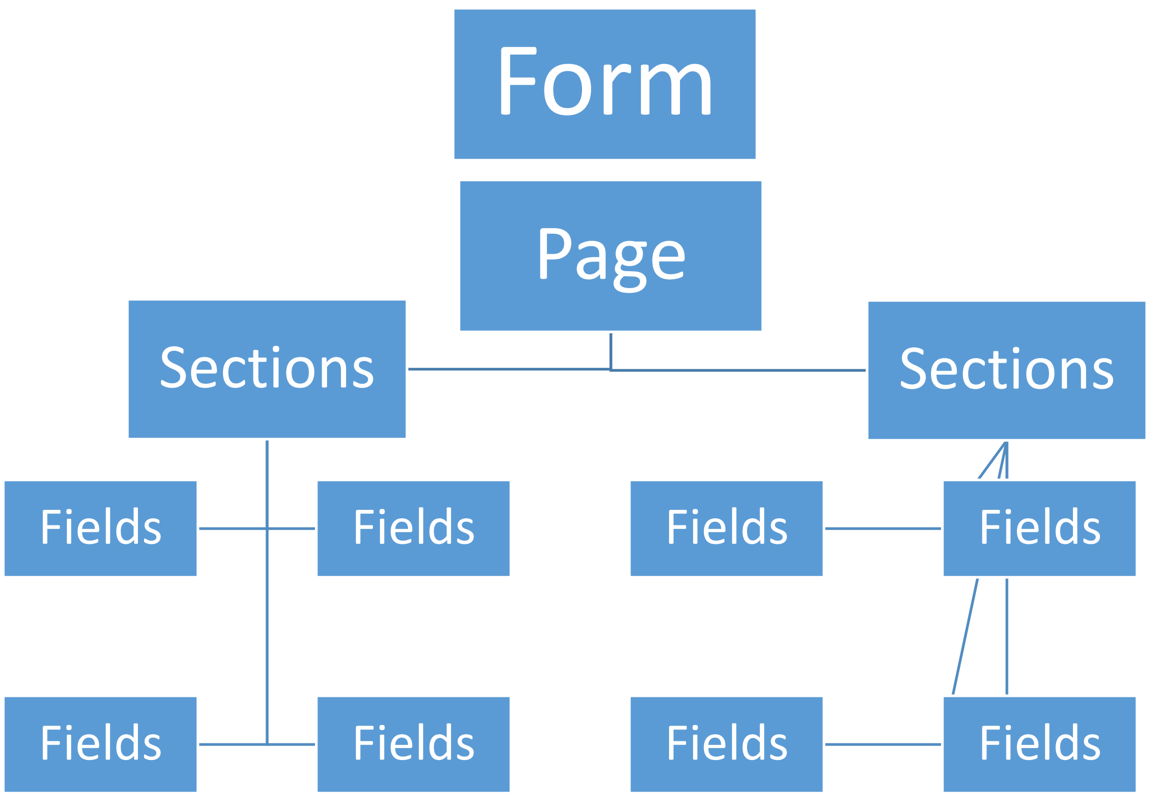
Form Builder

Watch videos to learn how to create forms (2 min each)
Part 1: https://vimeo.com/461387864
Part 2: https://vimeo.com/461387872
Part3: https://vimeo.com/461387870
Part 4: https://vimeo.com/461387885

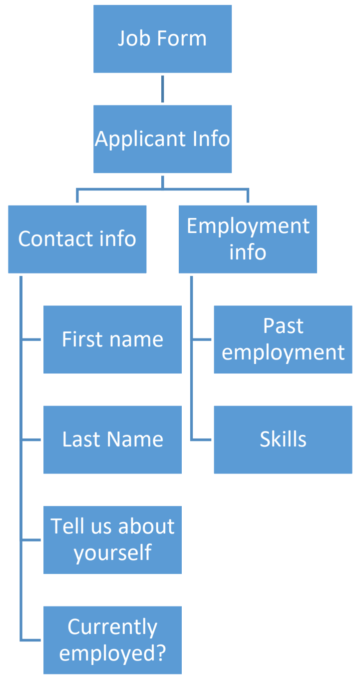
Form Builder Module:

Forms are a great way to collect valuable data for your business and have it sent directly to an email address, a database, or both. Form submissions can also be encrypted before being sent using a digital email certificate.

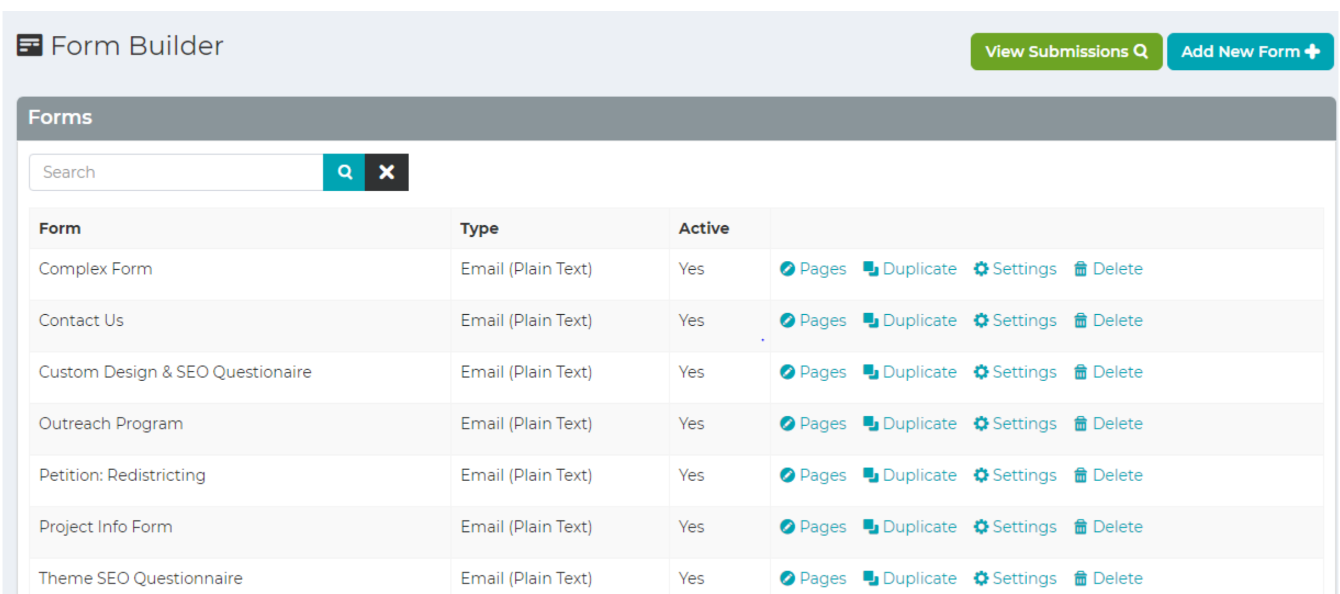
The *Form Builder* module manages the website's online forms. Forms are comprised of pages; pages are comprised of sections, and sections are comprised of fields. (**Forms -> Pages -> Sections -> Fields**) By default, the forms are not visible until they are added as a plugin on a specified page.

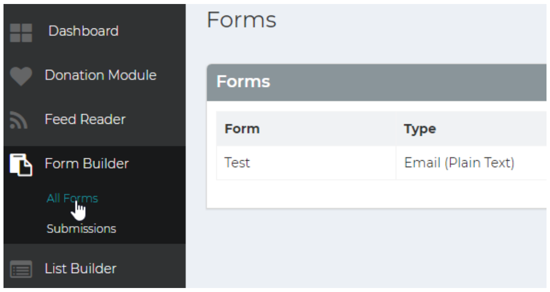


For example, let's say we are a company and want to build a form for employee data. A form might be structured like this:



Here's how Form Builder looks in LRS Antilles:



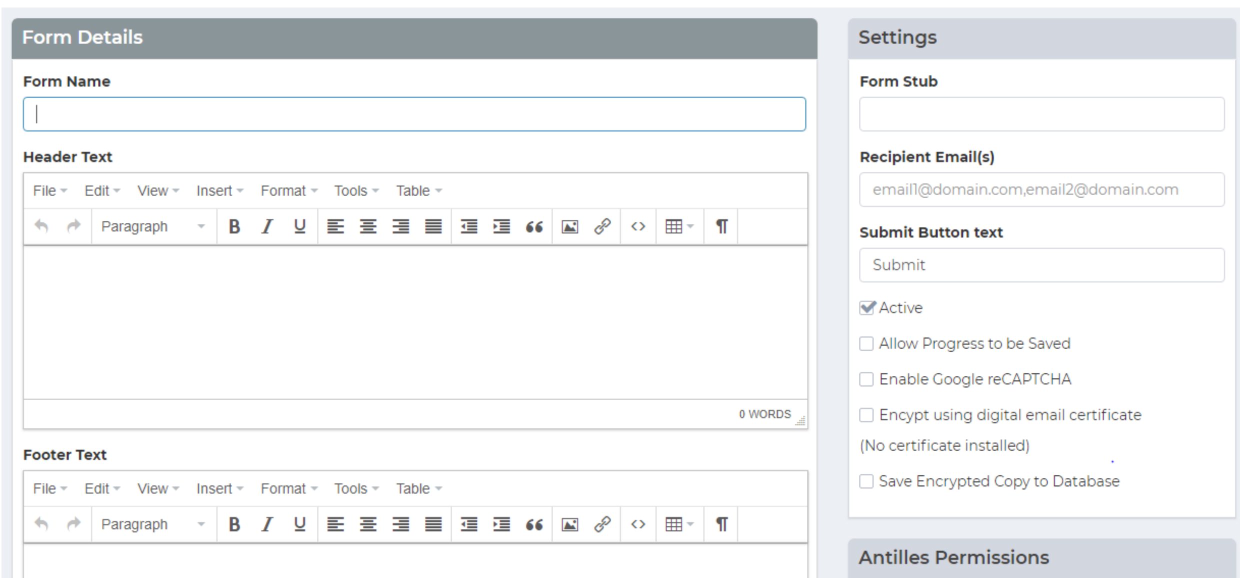


There are 3 steps to add a form to your site:

1. Create the form in **Form Builder.**
2. Add the form to a **Page.**
3. Test the form.

Let's get started!

Step-by-step: Add a Form (Settings)



Once on the **Form Builder** page, click the "**Add New Form**" button in the upper right-hand corner. Then follow these steps:

Form Details:

1. Enter the **Name** of the form. This will autofill the **Form Stub** (right column under Settings) with a hyphenated lowercase version of the title. This is the text that will display in the URL. Try to keep this short (one or two words)

2. Add the **Header Text** of the form. This is the text that displays before the header, giving the user more details about the form. This could be a call to action, prompting the visitor to complete the form.

3. Add the **Footer** of the form. This is an end message, such as a disclaimer to the form or an asterisk about information within the form.

4. **Form Submission Message**. This message verifies that the user has sent a form. A custom message will pop up after a form is submitted. If desired, you can change the message to anything you like. This verifies that the user sent a form with a custom message and will display after a form is filled and submitted.

5. **Custom JavaScript on Form Submission** – This section can be used to write custom JavaScript functions that will be triggered when a user submits a form.
   LRS developers will complete this section if required. This section is useful for Google Analytics snippets.

Right Column Settings:

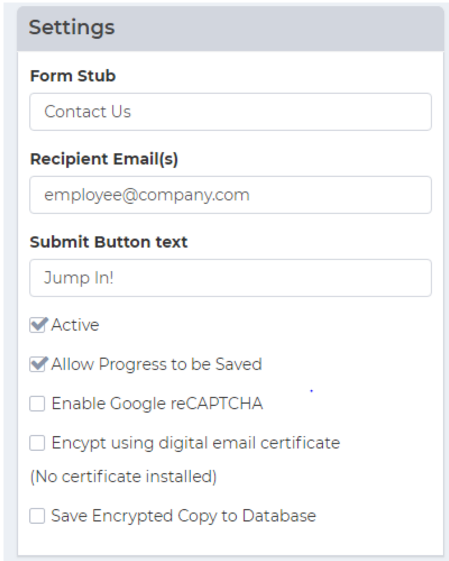
1. **Form Stub:** This is the last words in the url. Keep this short, one or two words.
2. Add the **Recipient** of the form. This determines where the form information is going to, most likely an email address.
3. Change the text of the **submit** button if desired. This is the display text on the submit button for the form.
4. Check optional boxes in **Settings:**
   - **Active:** Determines whether the current form is live on the site.

   - If you want to build your form over time, click the "**Allow Progress to be Saved**" button.

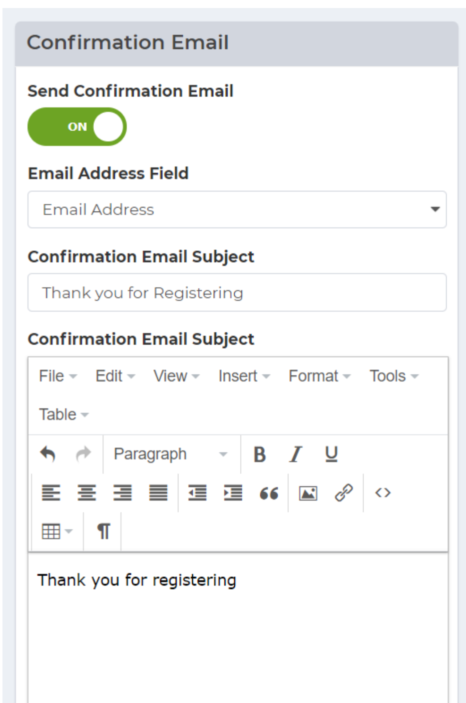
   - **Enable Google reCAPTCHA:** Uses Google's captcha tool, which is important for determining if the person submitting the form is a bot. This requires that the reCAPTCHA Site and Secret Keys have been setup in the *Settings Module*.

   - **Encrypt using digital email certificate:** If checked, this will encrypt the form submission before the email is sent.

   - **Save Encrypted Copy to Database:** Saves the encrypted form submission to the database. These forms can be viewed in the Submissions section of the *Form Builder Module.*



Confirmation Email



Send Confirmation Email: When enabled, this will send an email to the user who fills out this form based on their email address they use.

1. **Email Address Field:** This is the field that contains the users email address when they submit the form. You can have multiple people receive the form. Just use commas to separate the email addresses.

2. **Confirmation Email Subject:** This is the subject line for the email sent to the user

3. **Confirmation Email:** This is the email message sent to the user

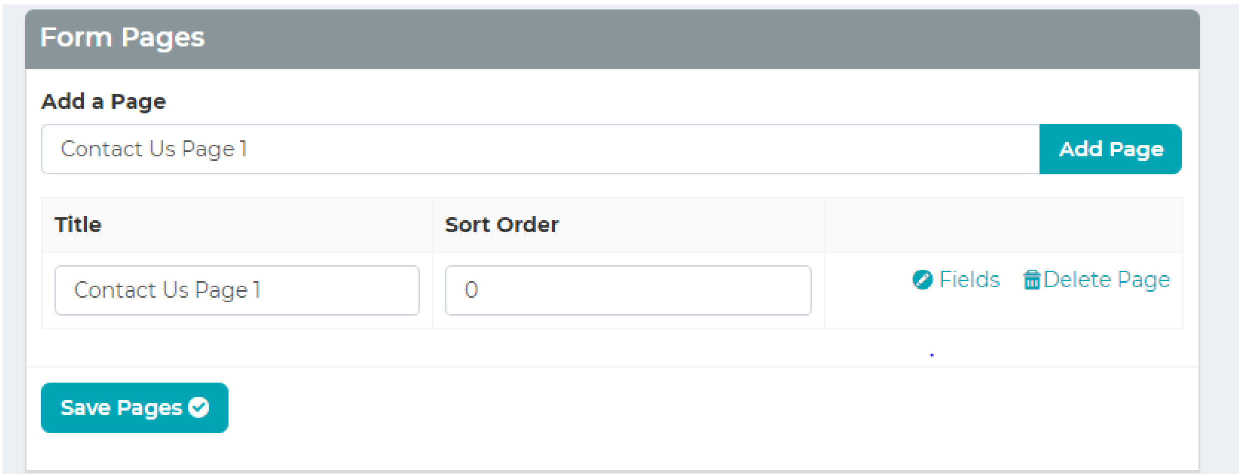
Click “Save Form" and you are ready to start adding sections to the form.

Step-by-step: Add a Form (Sections)

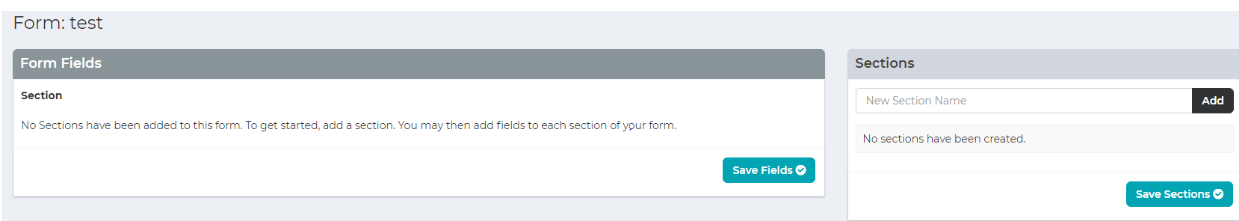
Once you save the Form, you should be back at the All Forms management page.

The form you just created will be included in the list. Now that you have the settings done on your form, it's time to build pages and populate the pages with fields.

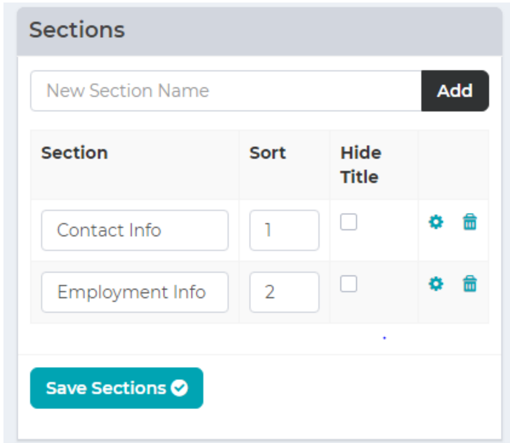
To begin, Select your form and click "Pages." [a default page will be added]. Name the page and it will be included in the list.



Now you have pages on which you can place the content of the form in the "Fields." But first, the content must be organized in **Sections.** Click on Fields and you will see three boxes: "**Form Fields"**; "**Add Fields**" and "**Sections**."

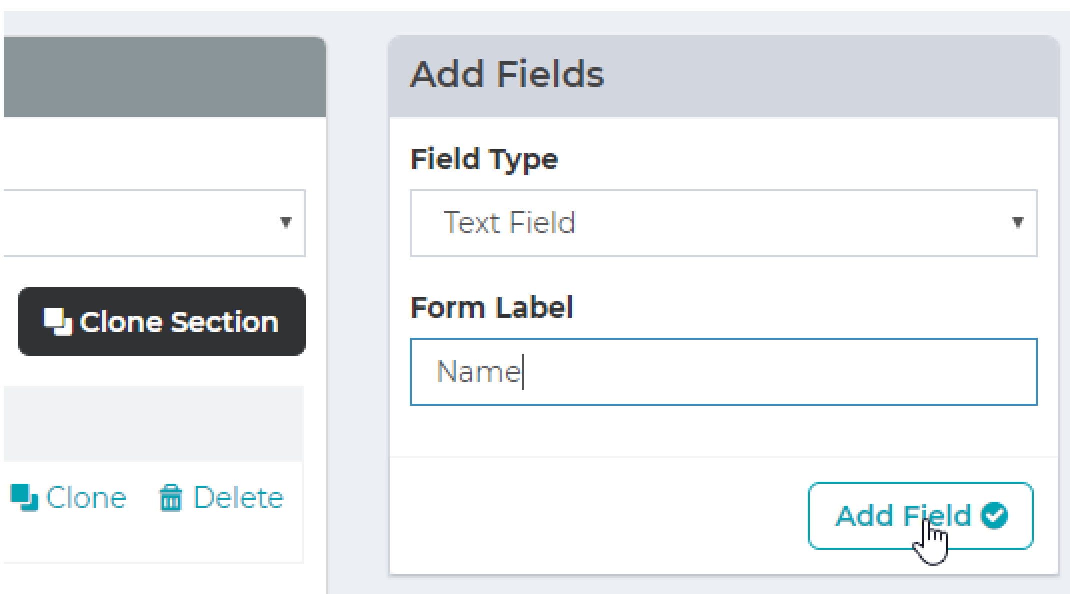


In the **Sections** box, enter the name of the section and press **Add.** This will add the section to your form. This section will appear in the Section dropdown list. Once you add a Section, you can add fields to the sections.

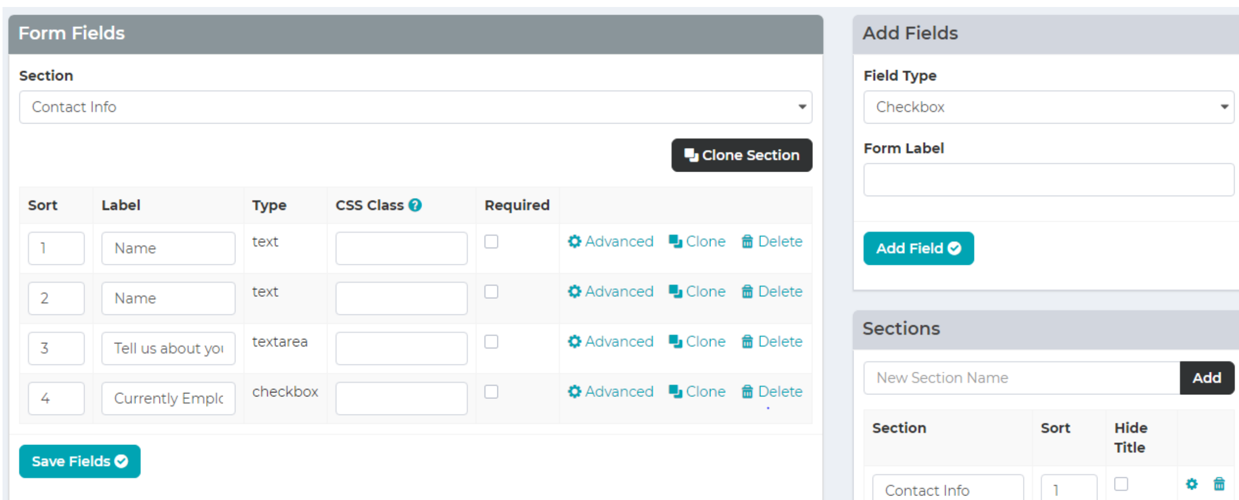


Step-by-step: Add a Form (Fields)

Fields can contain a variety of content, from a person's age, to their name, to any information that is required for the form. **NOTE:** To add a field, you must first add a **Section** within the form.

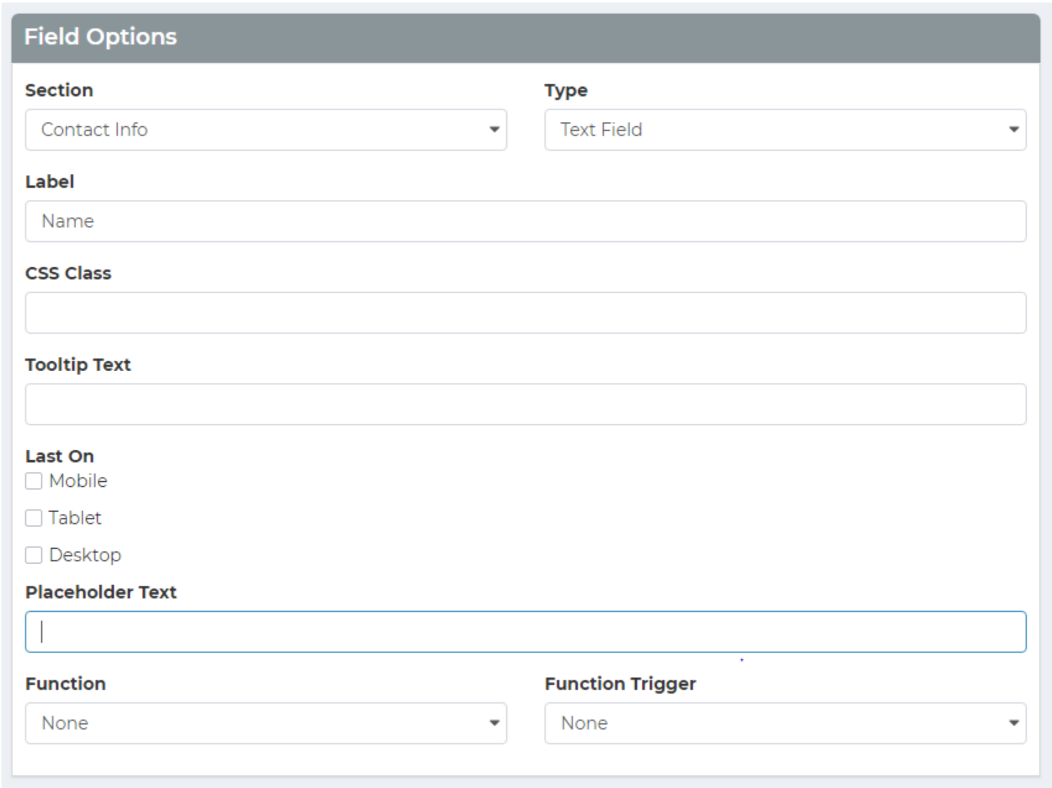


1. In the “**Add Fields**” section, select the **Field Type** from the dropdown menu. For example, a Text Field would be selected for anything that is text-related, like a name.
2. Enter the **Form Label** of the input (First Name, Last Name). This will be the display that the user will see when going through the form.
3. Add the field with the ‘Add Field’ button.
4. Now you can sort this among other fields, mark if the field is required, clone (duplicate) it, or delete. In the Options box, you can mark if you want any validations.
5. Click Save Field.
6. Continue to create fields as you need.



Step-by-step: Add a Form (Advanced Fields)

The advanced button leads you to option to customize your fields.



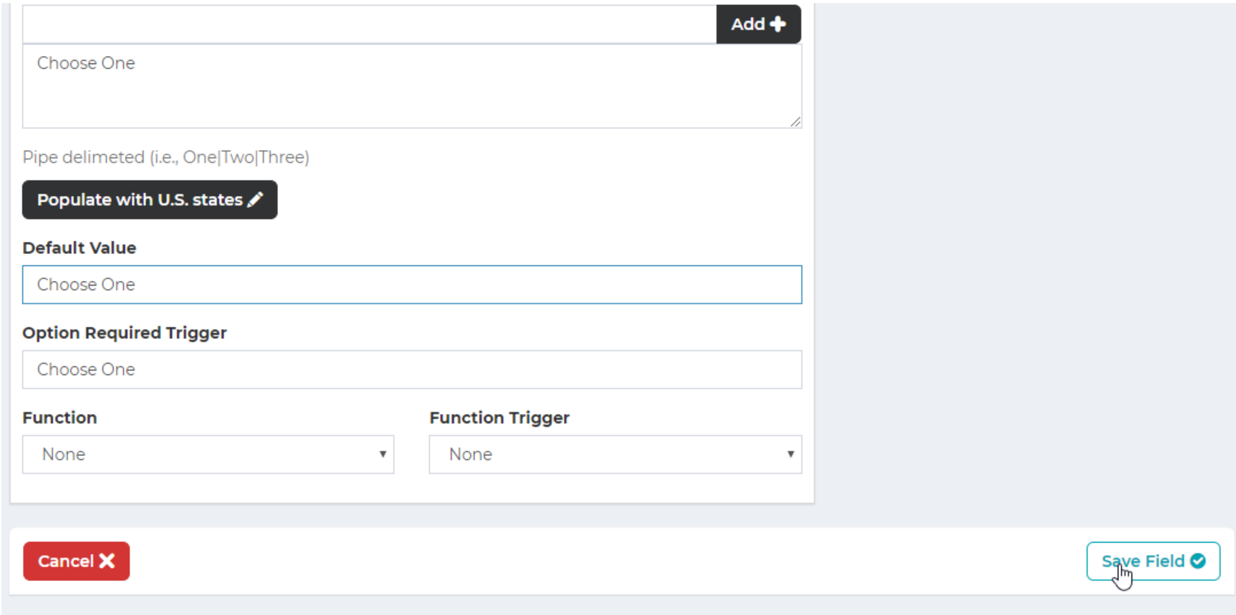
- **Label:** Label is the words that will appear before the radio buttons within the page.
- **CSS Class:** This is how the list will be styled, and for the more tech savvy, it is the class that will be used to style the form field. Fields can have multiple classes. Separate classes with spaces like shown above with full and last. Classes are indexed on the last page.
- **Tooltip text:** This includes adding a small icon to help your user understand what data you want entered in the field.
- **Last On:** Last on is used for the field depending on which platform the field will display in the rightmost column on, and generally used for style purposes.

  Most forms will have grid styles defined in the /style-guide page

- **Placeholder Text:** This is text that will show in the field giving the person a description of what the expected value in the field is. Function can be removed in this version.

- **Option Values:** These are the different radio buttons that can be clicked on and should be separated with the | character. This is just above the enter button on most keyboards on the shifted backslash key.
- **Default Value:** This is for a field that has a preselected field. When the form loads, if there is a default value then that option value will be the checked value.
- **Option Required Trigger:** This is the value from the list of options that cannot be selected to submit the form. For example, "–select a value—" is commonly used for this field.

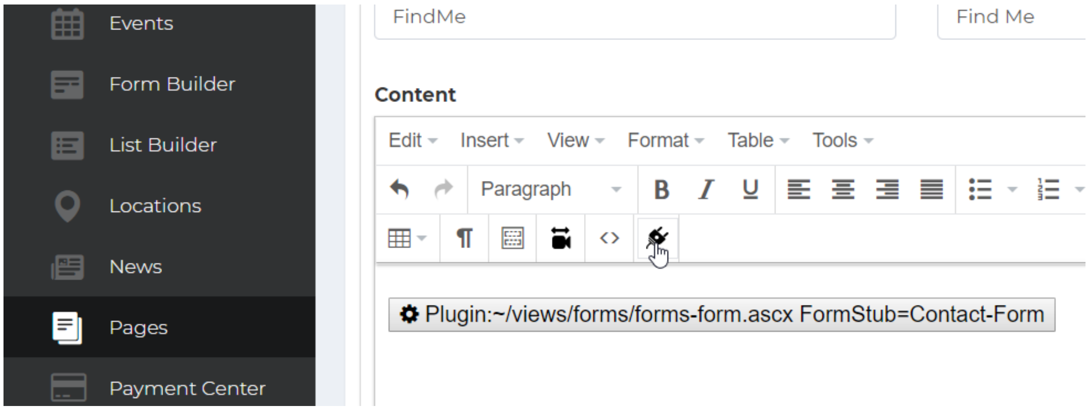
- ~~**Function:** This is a pre-set list of functions that you can have the field run through based on the **Function Trigger** which could be either when the page loads, when the form is submitted, or any code defined trigger possible.~~

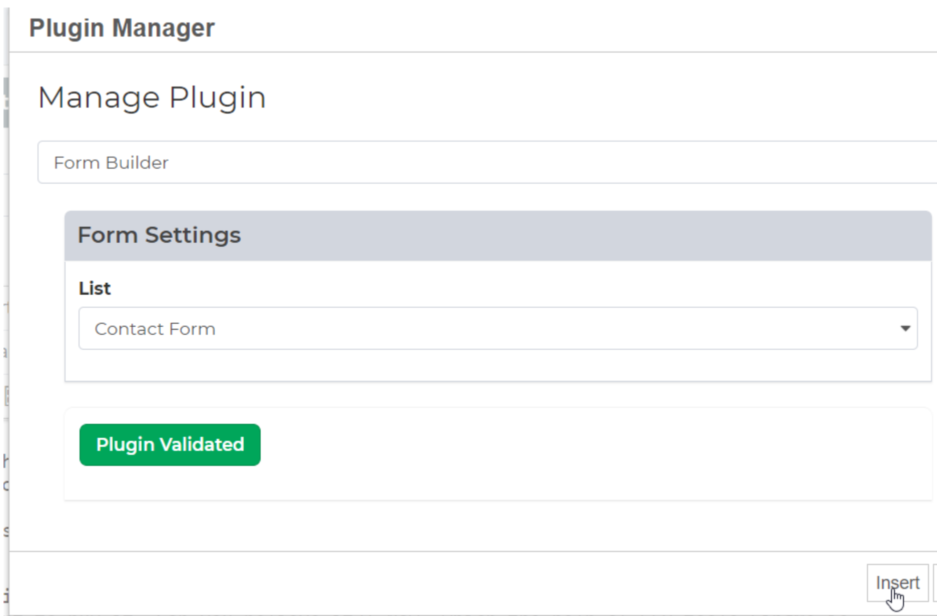


Step-by-step: Add a Form (Add to Page)

Now that you have pages, sections and fields, you are ready to add the form to page on the website. Forms are considered “plugins” to the page.

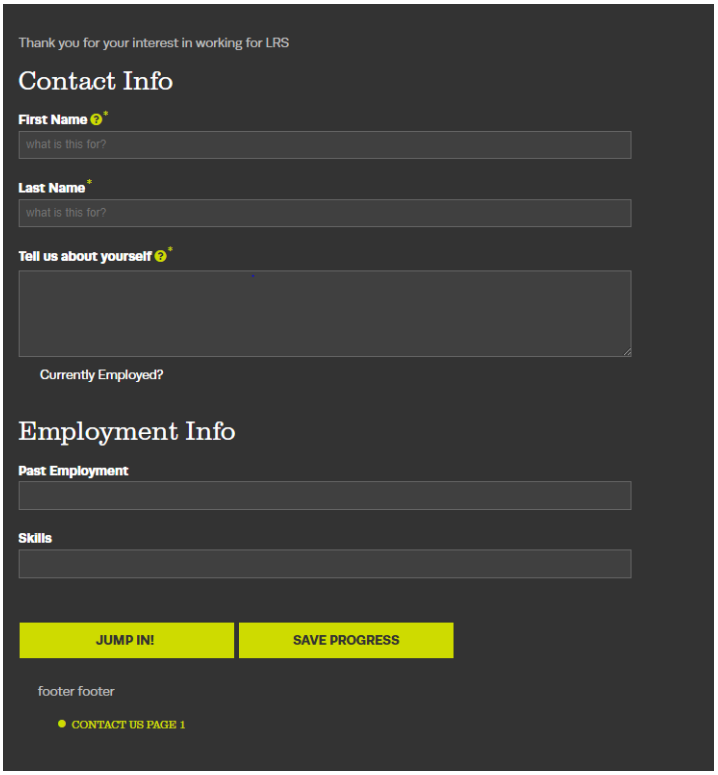
First a page must exist to house the form (See Add a Page). Once the webpage is added and ready, edit the page and click the plug icon. Select Form Builder and select the form you want to add from the dropdown menu. Click “Validate Plugin”



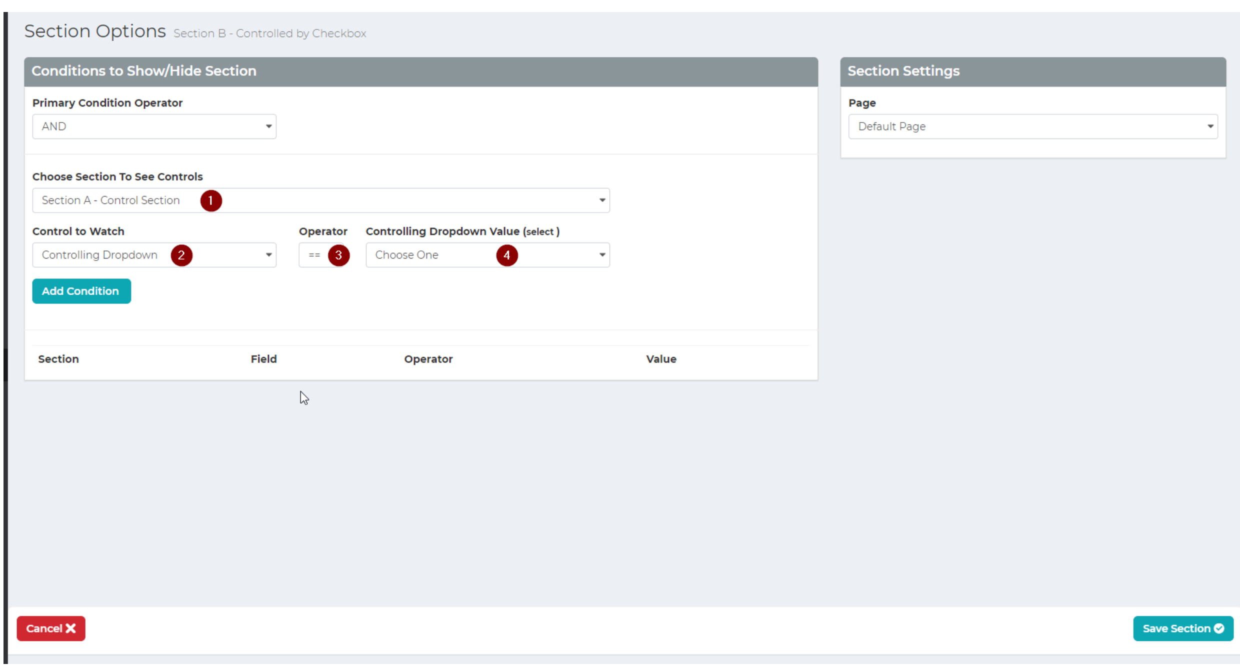


NOTE: Plugins can only be added after they are validated.

Insert the form, save the page and then preview it to see your form.

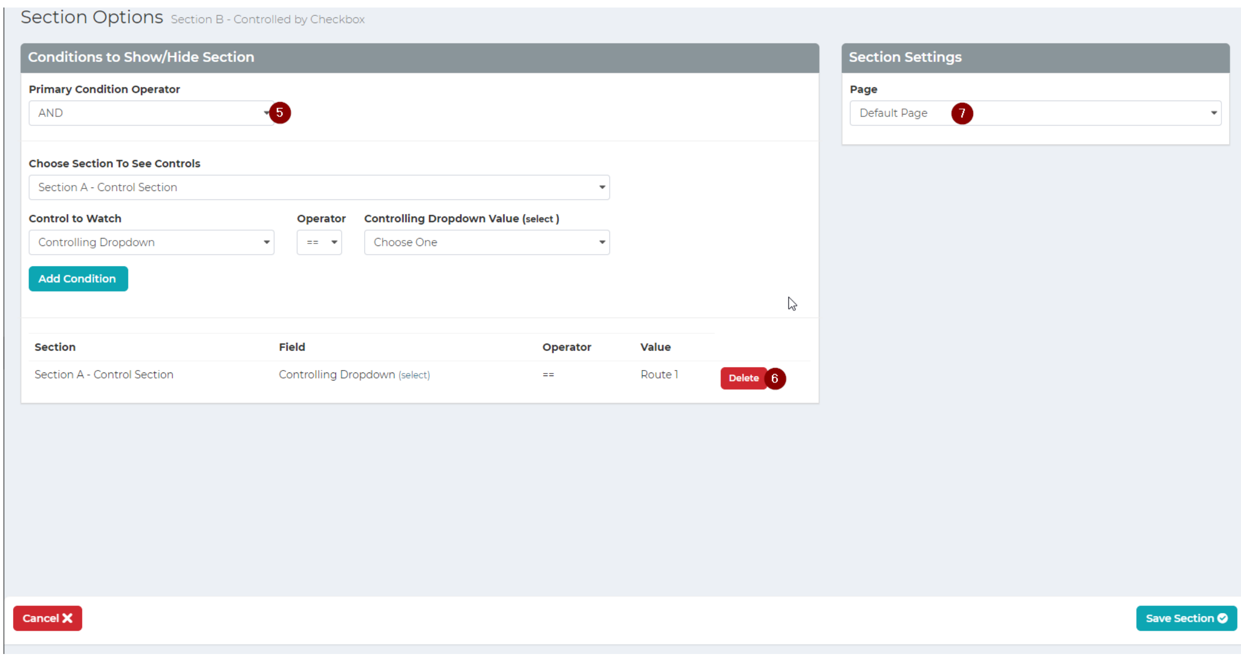


Step-by-step: Add a Form (Section – Advanced Options)



Here you can set conditions on the section that allow it to be hidden or shown. This includes adding or hiding sections based on criteria and user's information.

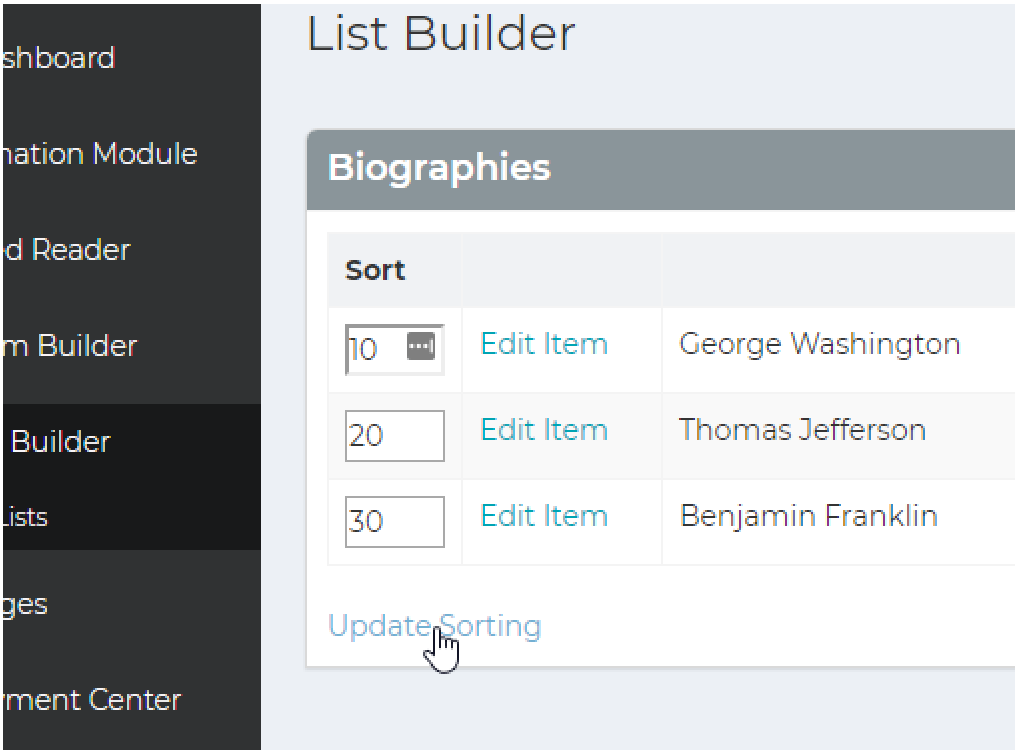
To add a condition: (**1**) Select a section of the form that contains a control you want to watch. (**2**) Select the control you want to watch the value of. (**3**) Select your equality operator. (**4**) Select the value that will satisfy the condition.



You can add as many conditions as you like to build the logic for your form. You can (**5**) choose to combine the various conditions with an **OR** clause or an **AND** clause. Condition values cannot be edited but they can be (**6**) deleted.

You can move this section to another part of the form by selecting a different Form Page Part (**7**)

List Builder



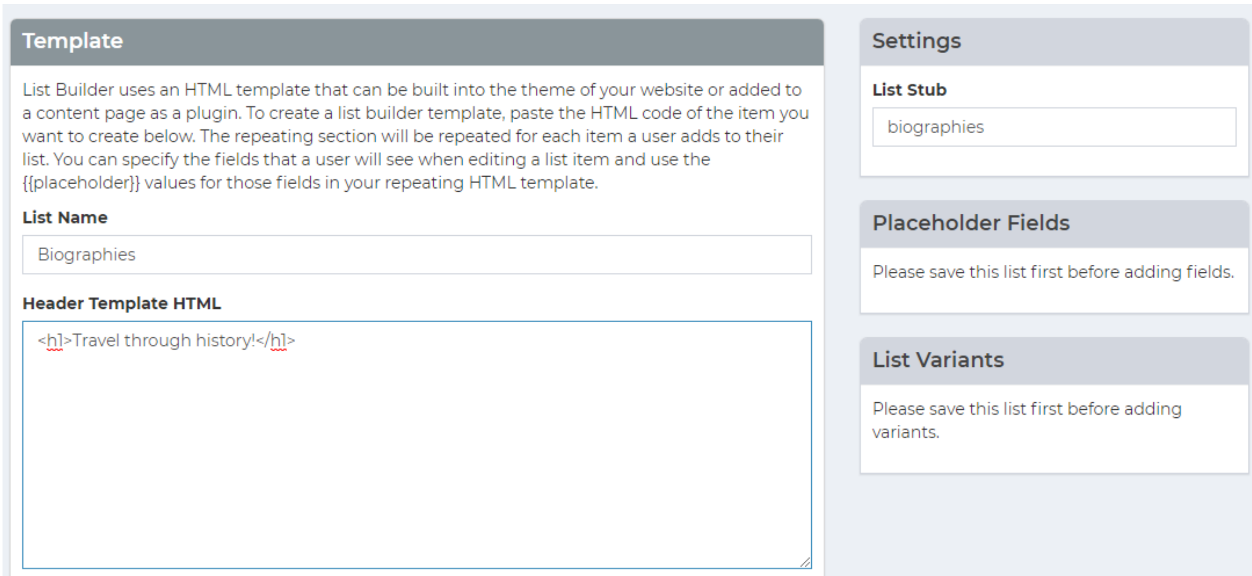
List Builder Module:

List Builder is used for templating and storing site data that can be displayed as a list. Here are some good examples of when to use list builder.

Company Team/Employee Directory
Locations
Banner Images
Social Media Icons
Portfolio

List Builder is good for repeating data that is either large or changing often. Once a list's display is structured, items can be added easily without having to worry about formatting.

Creating a List ***Step-by-step*** (Structuring the List)



1. Press “Create List” at the top of the All Lists section of the *List Builder* module.

2. Enter a name for the list. This will automatically populate the List Stub with a lowercase version of the title.

   The stub is primarily used for referring to a list within a page’s template, instead of a page’s content. Modifying a theme is not currently supported in the administrative section and can only be done in the code behind.

3. Enter the Header Template HTML. This is what will display before the list when it’s added in a page.

   For example, “Figures through History” for a list of biographies. This is useful if a list is placed on multiple pages and has an introduction that might need changing in the future.

4. Enter the Footer Template HTML. This is what will display after the list when it’s added in a page.

5. Press “Save List” at the bottom of the page. Don’t worry about other fields,

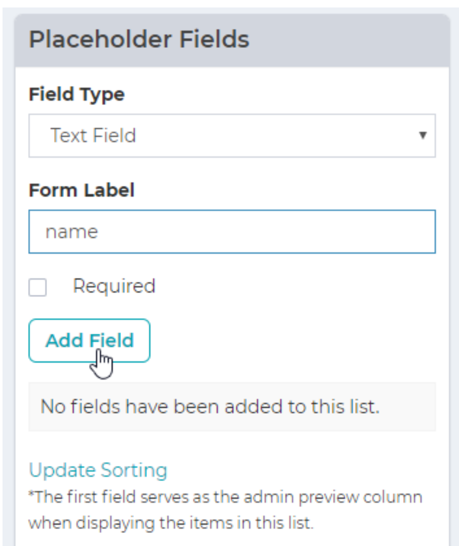
they will be changed after the list is saved.

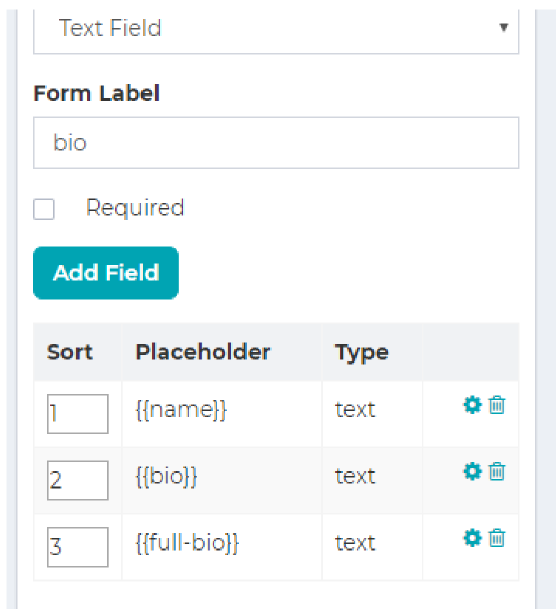
The sections labeled "List Details Template HTML" and "Details Page" are discussed further in the guide on the next page.

Step-by-step: Adding a List (Structuring the List Continued)

6. Once the list is saved, it should return you to the list settings, with the placeholder fields ready to be added. These are the different kinds of fields that are to be repeated.

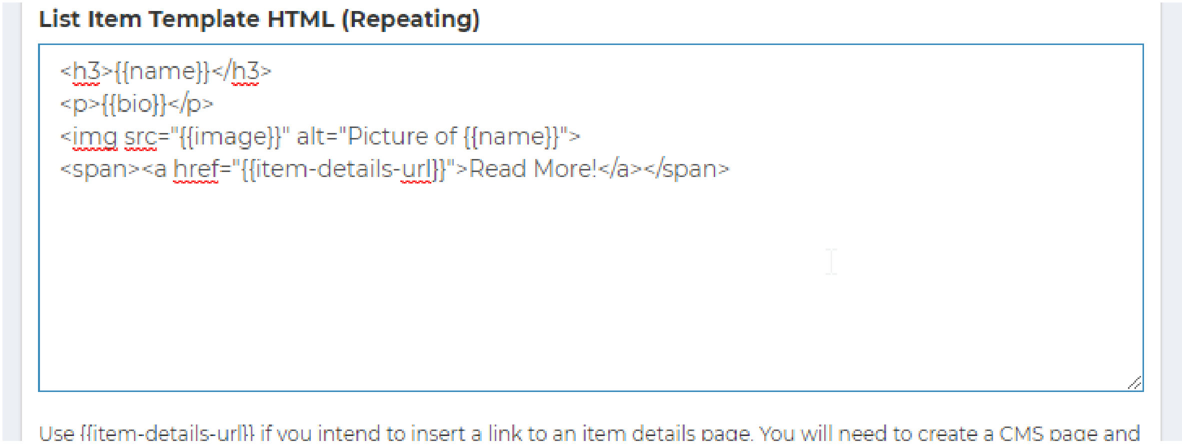
   For example, "Name" "Biography Text" and "Image" might be fields that are to be repeated, as each entry in the biography list contains each of these fields.





7. Once all the placeholders are set, create the template for the list items.

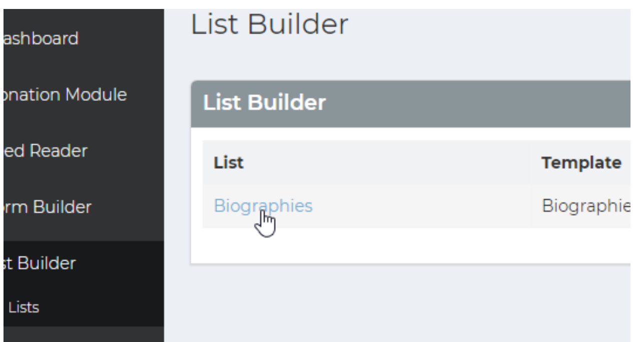
   Below is an example of this. Keep in mind the List Item Template is HTML formatted.

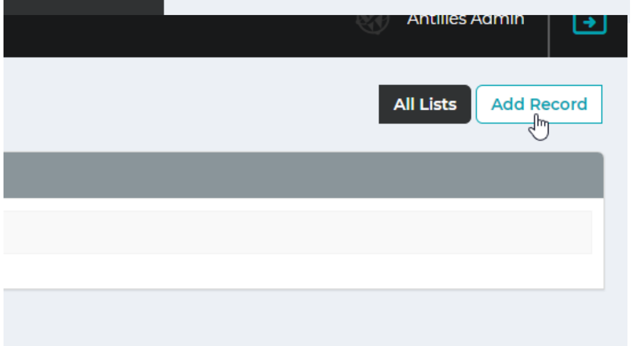


Step-by-step: Adding a List (Adding Items to the List)

If you followed the steps from the previous section, the list is now structured, and ready for items to be added to it.

Navigate back to the List Builder admin, where the list should be and press the link to the list that was just created to start adding items to the list.

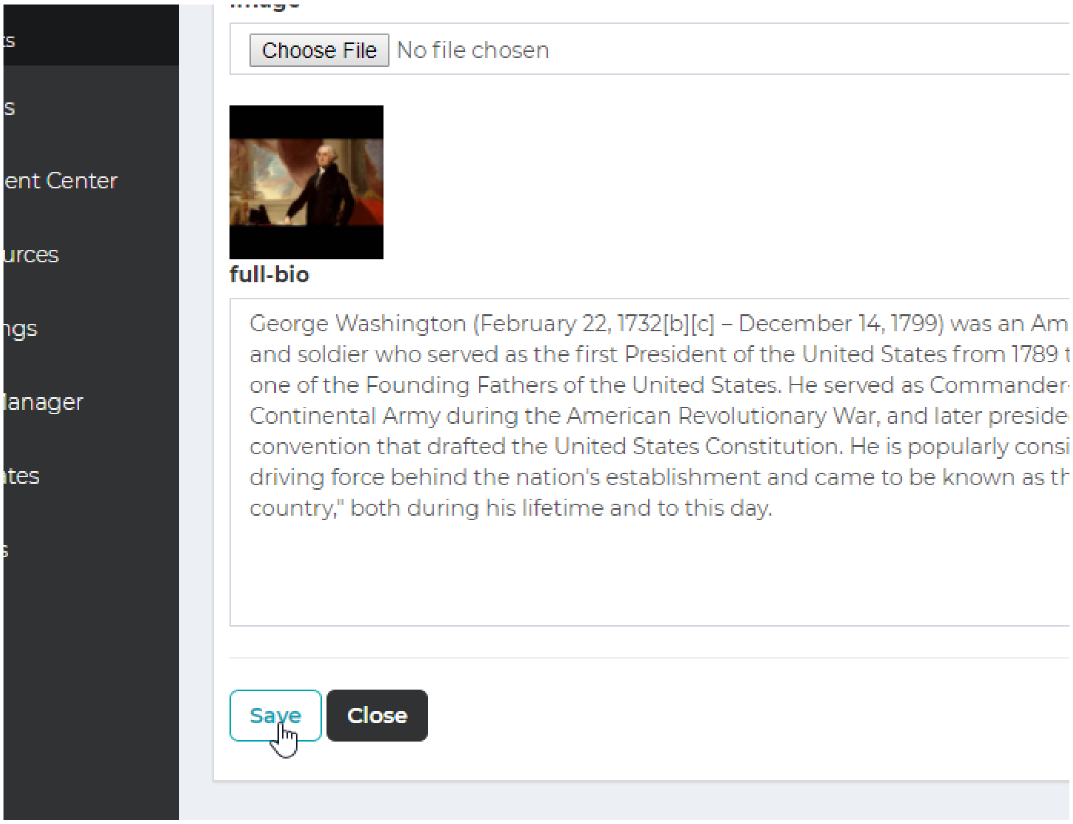




8. Once you've pressed the "Add Record" button (pictured above and to the right) a display will show for Placeholder Fields that were specified earlier. These fields will be formatted

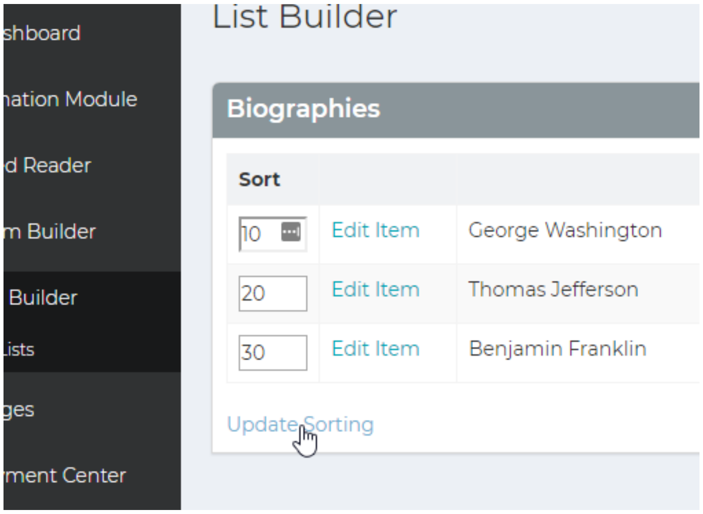
based on the type of input they were declared as.
(Text, Text Area, and Image in this case.)

Step-by-step: Adding a List (Adding Items to the List Continued)

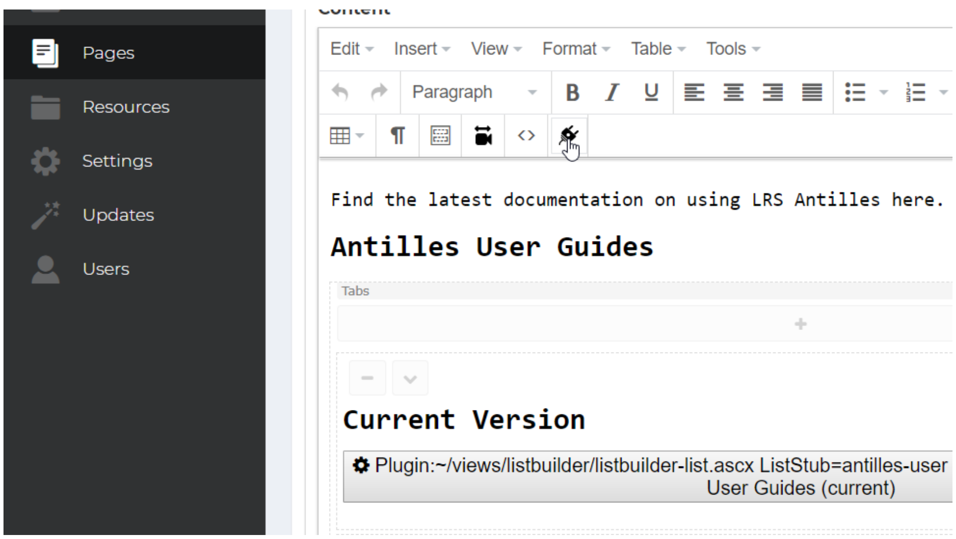


9. Press “Save” to save the item and continue adding items to the list with the “Add Record” button.

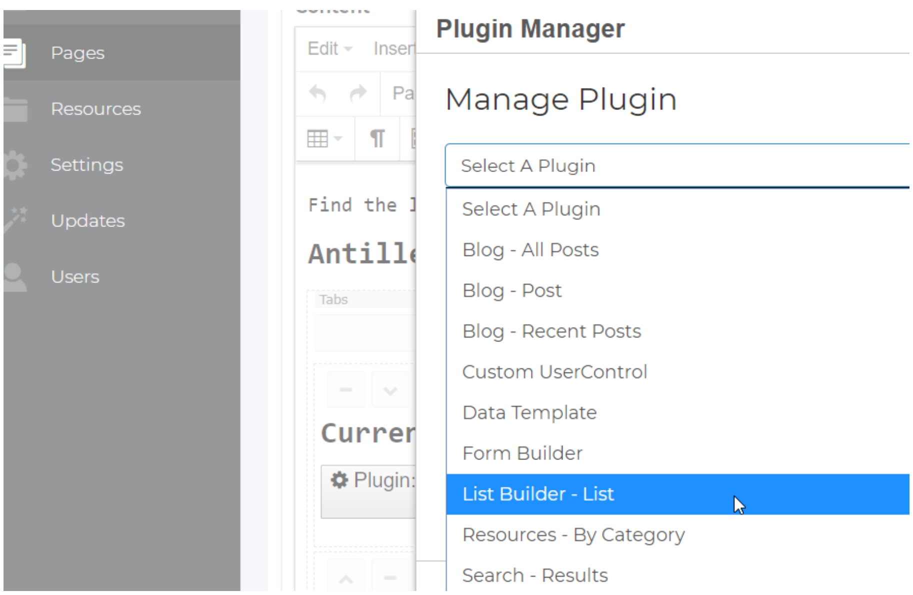
   Items in the list are automatically sorted in 10s, so new items can be added between existing items later if necessary. (In this list, George Washington will be first.)



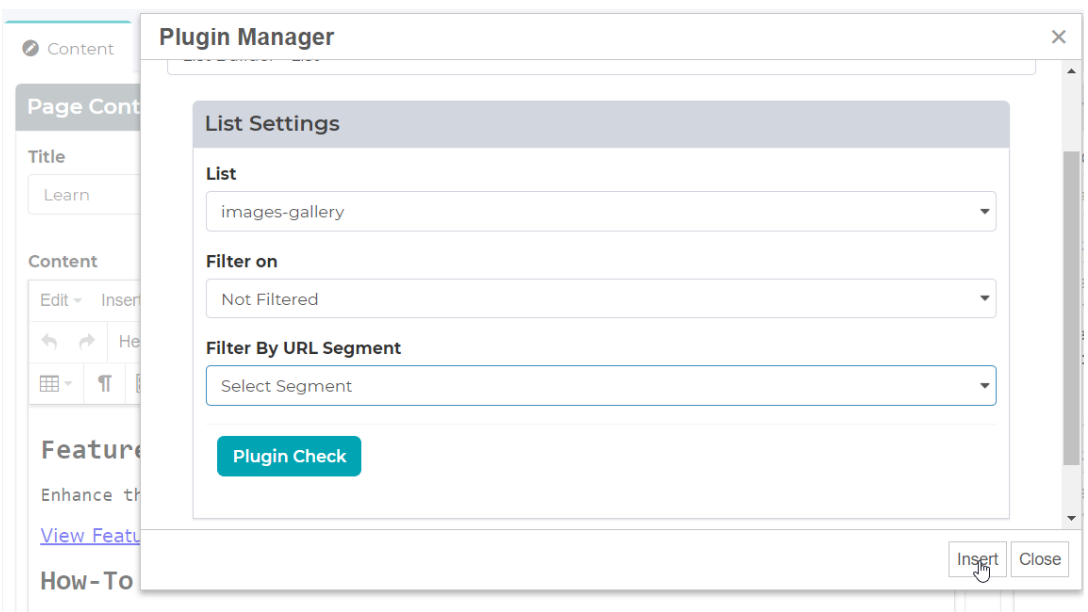
Step-by-step: Adding a List (Adding the List to a Web Page)



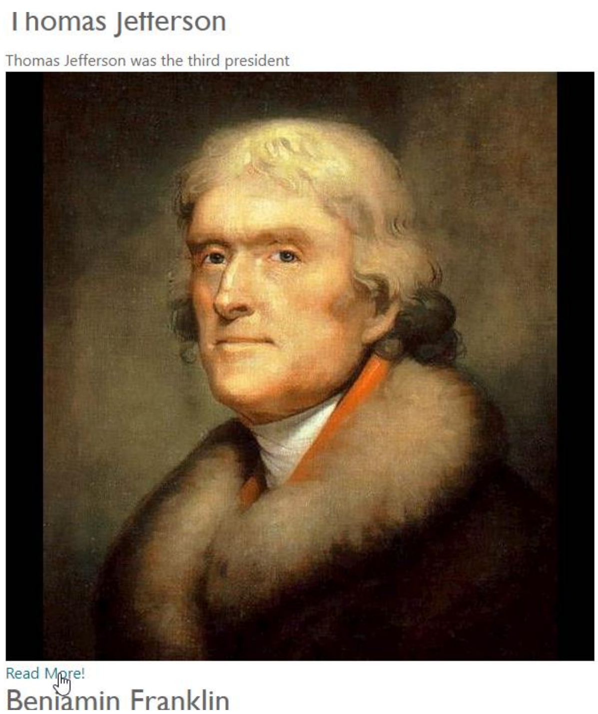
10. Select the plugin icon from the top of the text editor in the page content area
11. Select ListBuilder – List from the dropdown menu



Step-by-Step: Adding a List (Adding the List to a Web Page)



12. In the plugin settings, select your list from the dropdown menu and press "Insert" after the plugin has been checked.



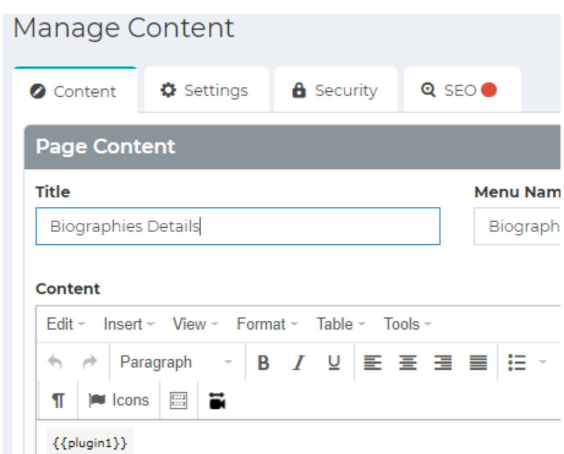
The list of Biographies should now display on the page.

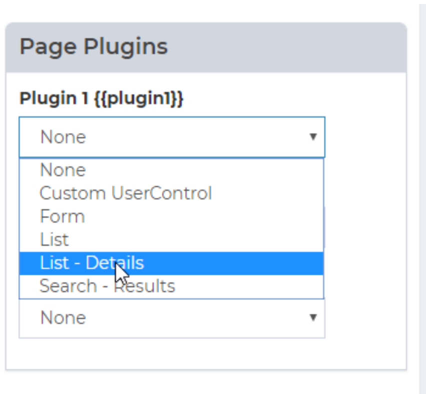
Step-by-step: Adding a List (Adding a Details Page)

Once a list is created, sometimes items in the list need to have their own page dedicated to themselves.

This is where the "List Details" item is used, which will redirect the user to the page, to individual items. (A single page for George Washington, in the example above.)

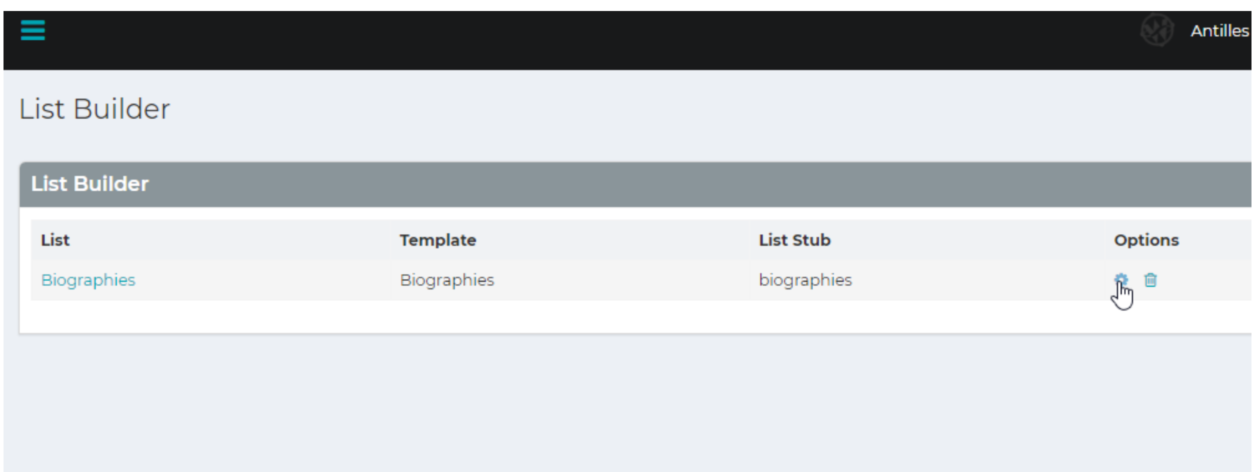
Create a new page and add the plugin "List - Details" to the plugin list, and the page content.





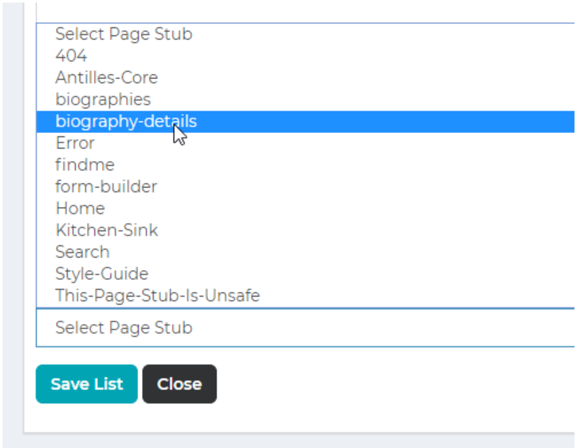
1. Before returning to list builder, create another page underneath Biographies titled Biography details and add the plugin labeled "List – Details" to the page.

Step-by-step: Adding a List (Adding a Details Page)

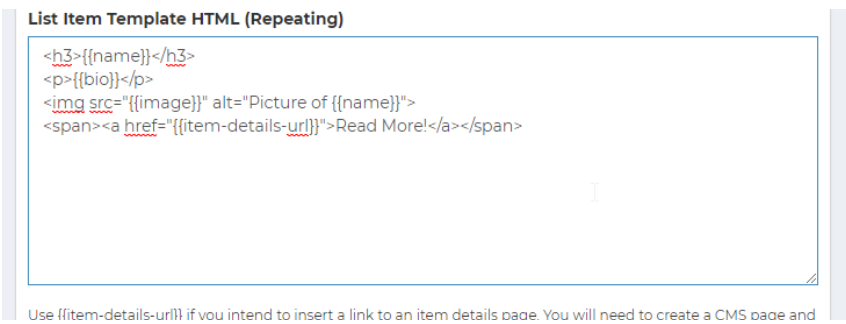


2. Once the List – Details plugin has been added,
   return to the list settings in list builder.

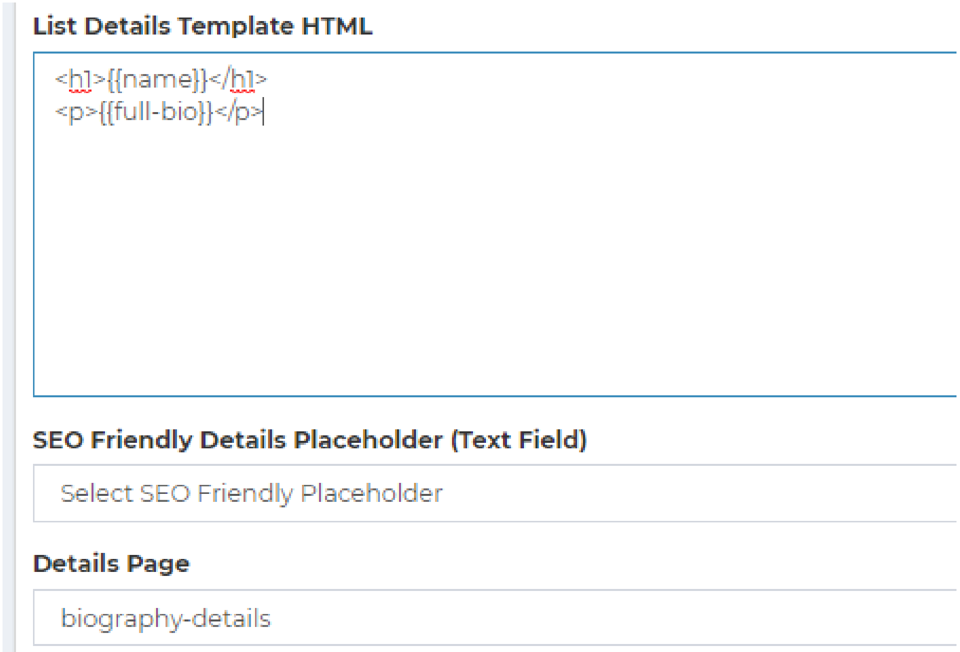
3. In the settings page for the list, select the page you'd like the details to appear on for each individual item.



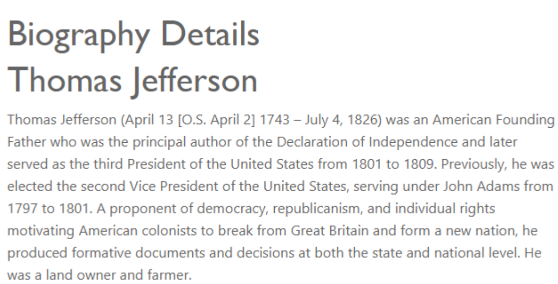
4. Once this is done, go to the List Item Template and add a reference to the List-Details page so that users can navigate to it from the list. {{item-details-url}} will generate the link automatically.

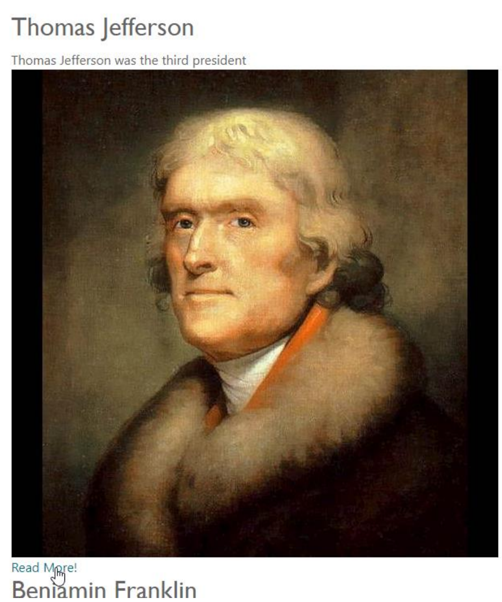


Step-by-step: Adding a List (Adding a Details Page)



5. Add a list details template to the list, which will display for each individual item when the user navigates to the details page.





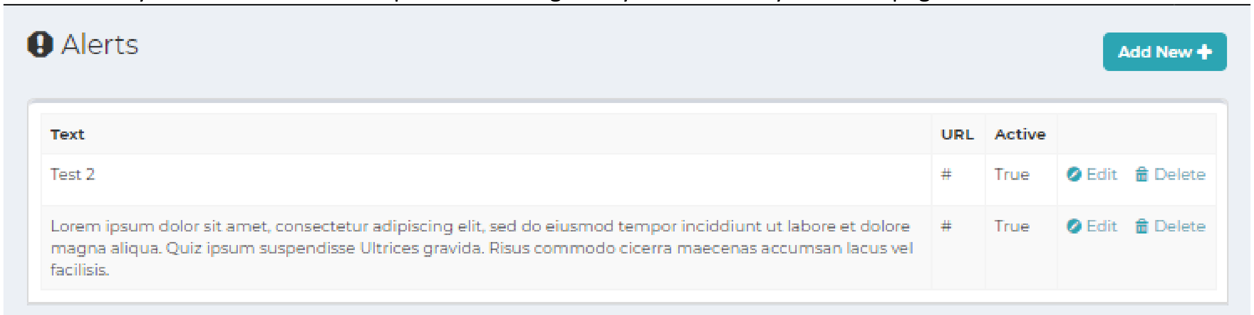
Above is the list details template,

while the right content is the list template

And now each item in the list will have its own details page, displaying any details you've included about the item in the item details template.

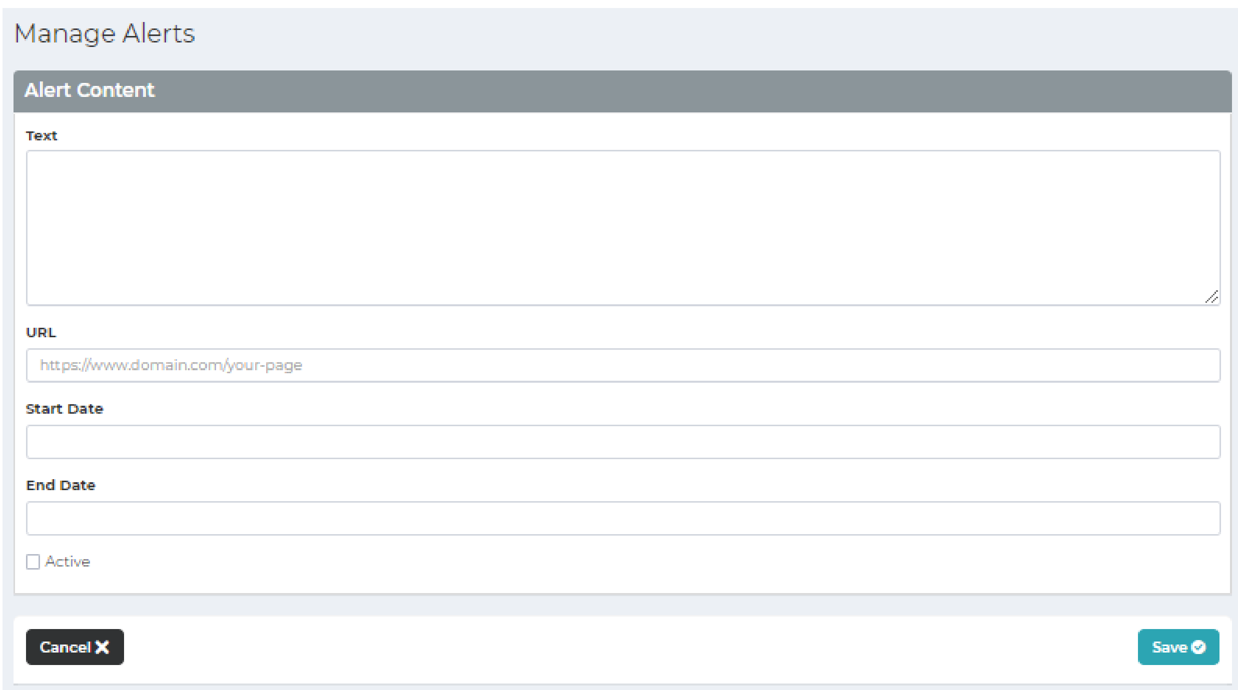
Alerts

Alerts allow you to communicate important messages to your users on your homepage.

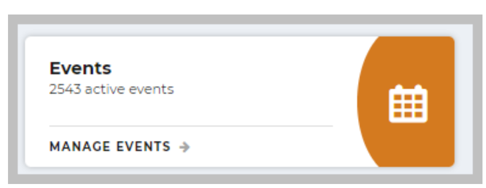


You can set alerts to specific pages. You also can override the base alert color for subpages to draw attention when page changes from primary alert.

Creating a new alert is easy. Click "Add New" and fill out the information. If you would like it to be a link, add a URL. Click "Active" to activate the alert. Click Save and then Cancel to return to the dashboard.



Events

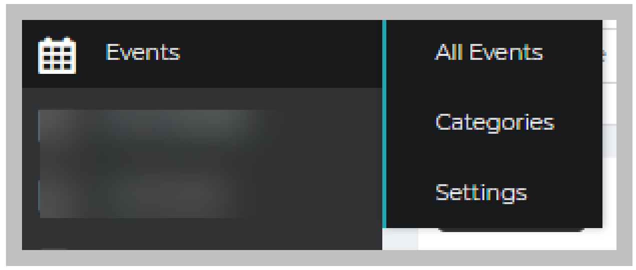


The events module allows you to easily create and maintain events within LRS Antilles CMS.

The Events module is an advanced feature of LRS Antilles Content Manager. If you don't see Events on your dashboard, contact your account representative or submit a Helpdesk ticket to inquire about adding the module.

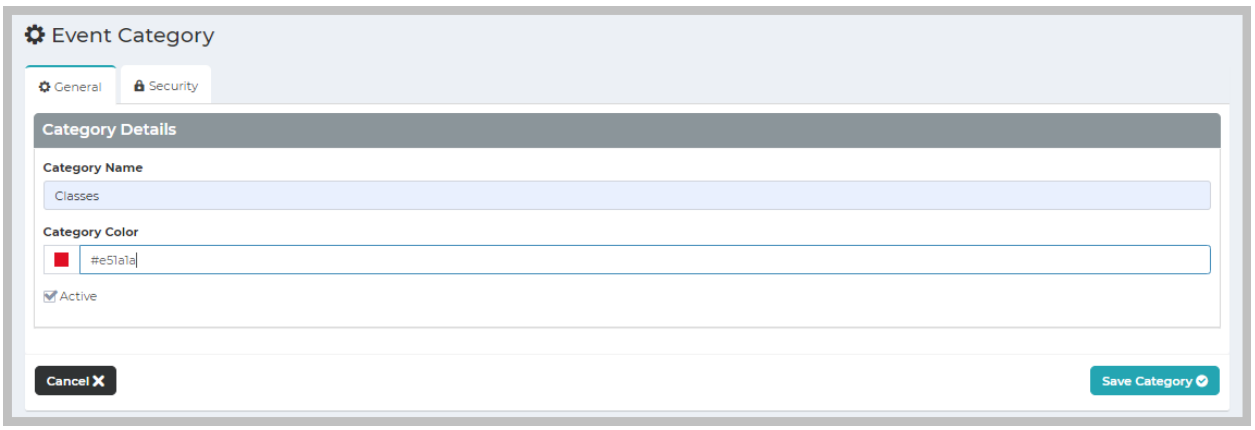
Use the Events module when you have a series of recurring events. With this module, you don't have to worry about changing details on every page you placed an event. You can make changes in the admin and it will automatically be updated on the webpages that include that event.

The module consists of three sections: All Events, Categories and Settings. The settings will be setup for you by LRS Web Solutions.



Step by Step: How to Create an Event

1. ***Create Categories*** – Categories are not required, but they help to keep your events organized.

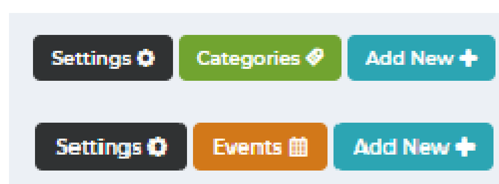


To add categories, click "categories" and then "Add New" in the upper right side of the screen.

Type in the desired name of the category and choose a color if you wish. Categories are active by default. Uncheck the box if you want to deactivate the category.

If you wish to restrict the people who have access to this category, click on the security tab and select which roles may have access to this category of events.

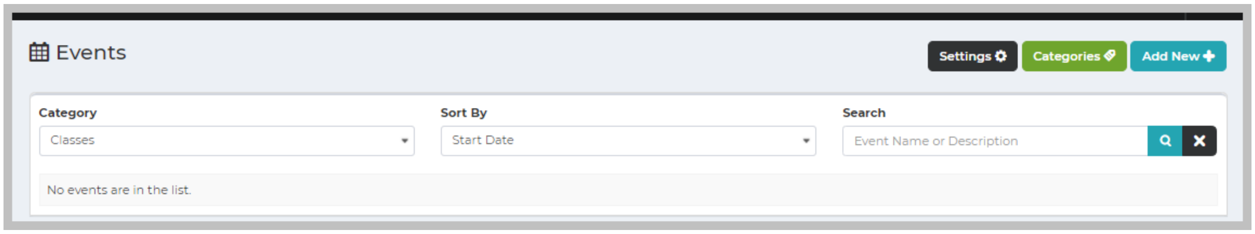
Save the category, and you will see it in the category list.



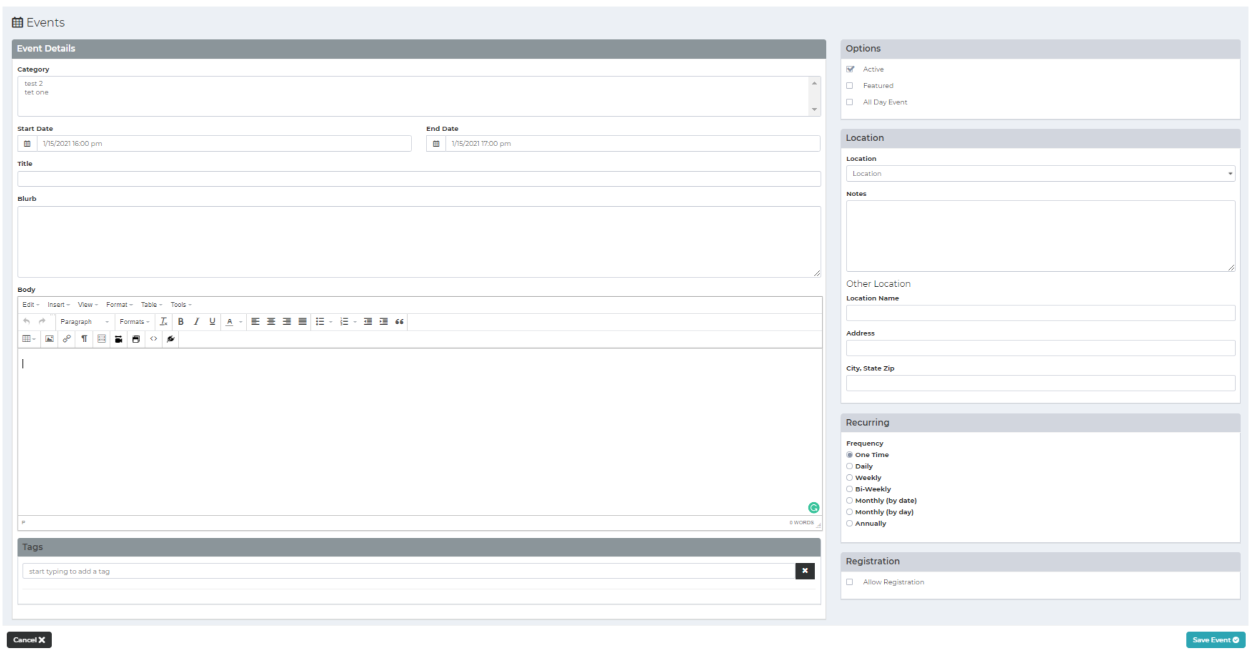
2. ***Create an Event***

Once you've created categories, you're ready to create events.

Click "Events" > "All Events" and then click "Add New" in the upper right side of the screen.



Choose the category for the event and fill in the required information. Include an end date so that your event will not be visible after the date has passed. The "Blurb" is the short description that will be shown underneath the title of your event. Keep this brief, to about 200 characters.



In the **Body** section, add a description of the event. You might include details about specific rooms, parking instructions, or other details. You can also add photos, links, and text styles.

On the right side of the screen, **Options** include de-activating the event, selecting it as featured to have it display on a homepage or featured section, or selecting it as an all-day event. Featured events will display when the start date is a future date and end date is within 1 year.

Under **Location**, type in the name of the location, and the address, if needed.

Within the **Recurring** section, select the frequency of the event.

Registration - If you have a registration form for the event, selected the dates for registration.

Featured Image - Choose or upload an image to be the main image associated with the event.

Tags - Add keywords to the event for site searches.

Save your event. Hit Cancel to return to the Events dashboard.

Save the event.

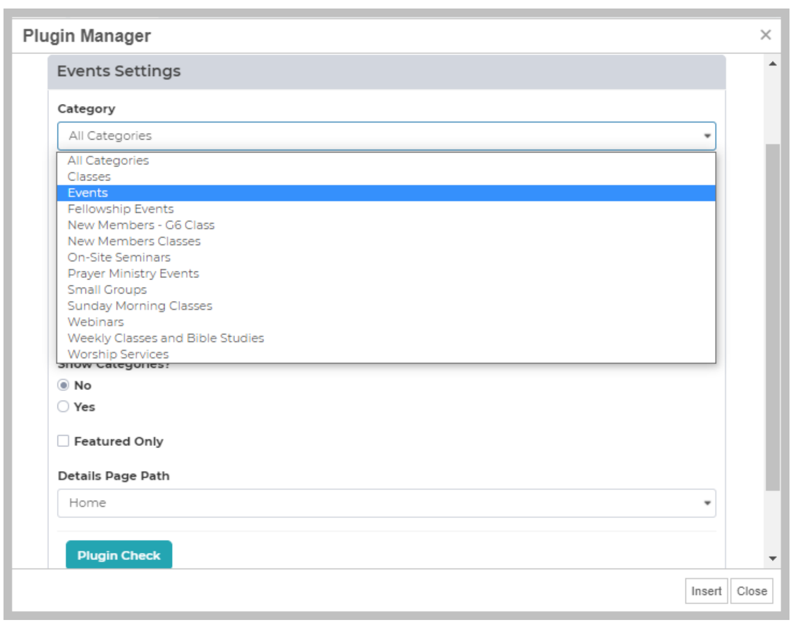
Add the Events to Your Page

Events are added as a “Plugin” to your webpages so they will be publicly visible.

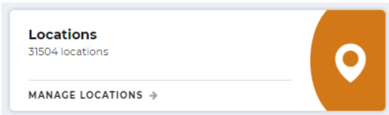
Here’s how to do it:

Open the page on which you want to display the events. Click on the plugin icon. Depending on the version of Antilles you’re using, that icon will either look like a plug (Versions 1.16-1.19) or a wand (Version 1.20). That will open the Plugin Manager.

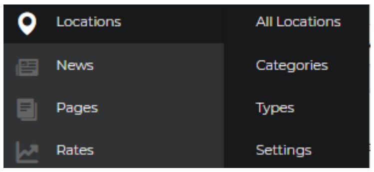
Select events from the dropdown menu. Select the category and any customization that you want to make to modify how the events are displayed. Click insert, and the plugin will be displayed on the page. Although it looks strange in the admin, save and preview the page to see how the events are displayed on the public facing webpage.



Locations 1701



The Locations module allows you easily manage multiple locations for your company. The Locations module consists of a dashboard with all your locations, Categories and Types.



All Locations – Displays a list of all your locations. This also is where you will add locations.

Settings – This will be set for you by LRS Web Solutions' developers.

Types – Segment your location by available service, such as "branch only" "atm only" or "takeout only" "indoor dining" or other information that your customers might find useful when filtering locations.

Categories

How to Add a Location

From the Antilles Dashboard, choose Locations > All Locations

Click "Add New Location"

Give your location a name, and add the address and contact information as desired. A text editor is included where you can add any details, photos or other media to enhance your listing. If you website includes the taxonomy module, add keywords to help users find this specific location.

Add Details

In the right column, select the category and type of your location, if applicable. Add a featured image, such as a photo of the building. Add a holiday schedule if applicable. The Lookup Coordinates will locate the longitude and latitude of your location, to aid map directions.

Add SEO

LRS Antilles allows you to add SEO for your locations. This is especially valuable for local SEO. The SEO tab allows you to add a Meta Title and Meta Description that will be shown to users in search results. Make sure these titles and descriptions are unique to each location. Ask LRS for help with the SEO tab.

Portfolio Module

The Portfolio module is a custom module that is designed for your company's unique products and services. The platform allows you to display relevant information that will give your prospective customers details of your products and services.

The Portfolio Module packages various types of content all within a specific listing. Each listing is self-contained, so you can add portfolios to pages to create more robust information on multiple pages.

Any changes you make to an individual listing is automatically updated throughout your site, wherever that listing is posted.

You can build listings and easily make them visible or hidden from public view.

Portfolio listings can include:

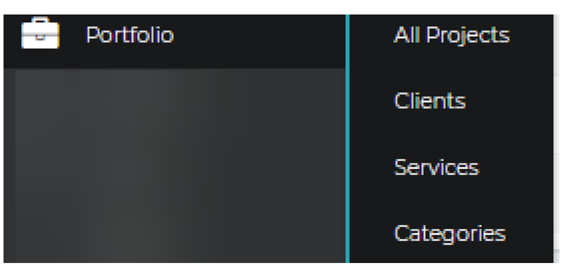
- Unique titles
- Services with unique descriptions and multimedia
- Pertinent dates and locations
- Awards
- Project files
- Images and videos
- Photo albums

How to Use the Portfolio Module

While your company's portfolio will be customized for your needs, here is the general process of using the Portfolio Module:

The module includes 3 sections:

1. Clients
2. Services
3. Categories



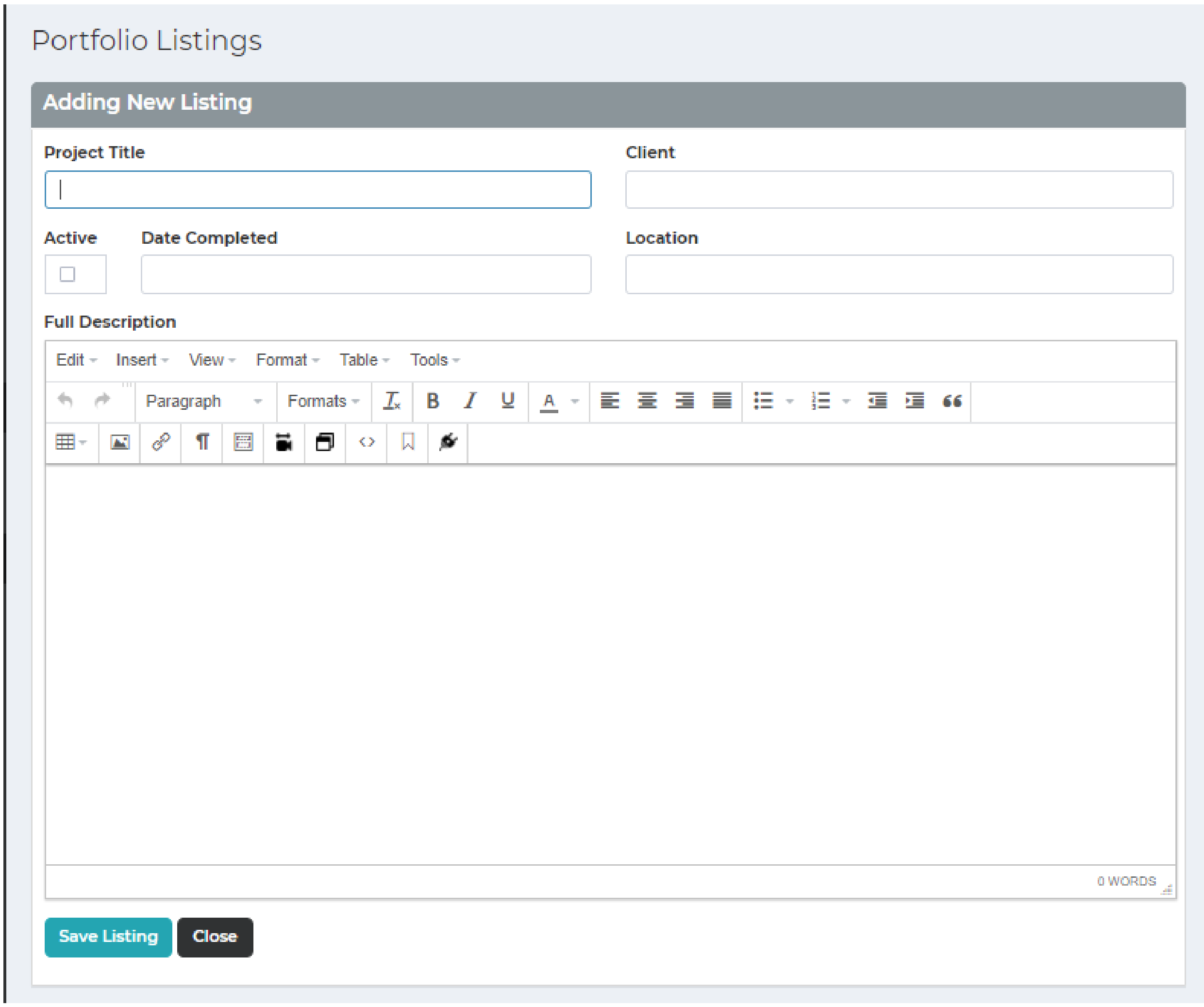
Create these by clicking "Add New" in each of the sections. Fill out the appropriate information. You'll need this information to add to your listings.

Once you have Clients, Services and Categories established, you can then move on to create individual listings.

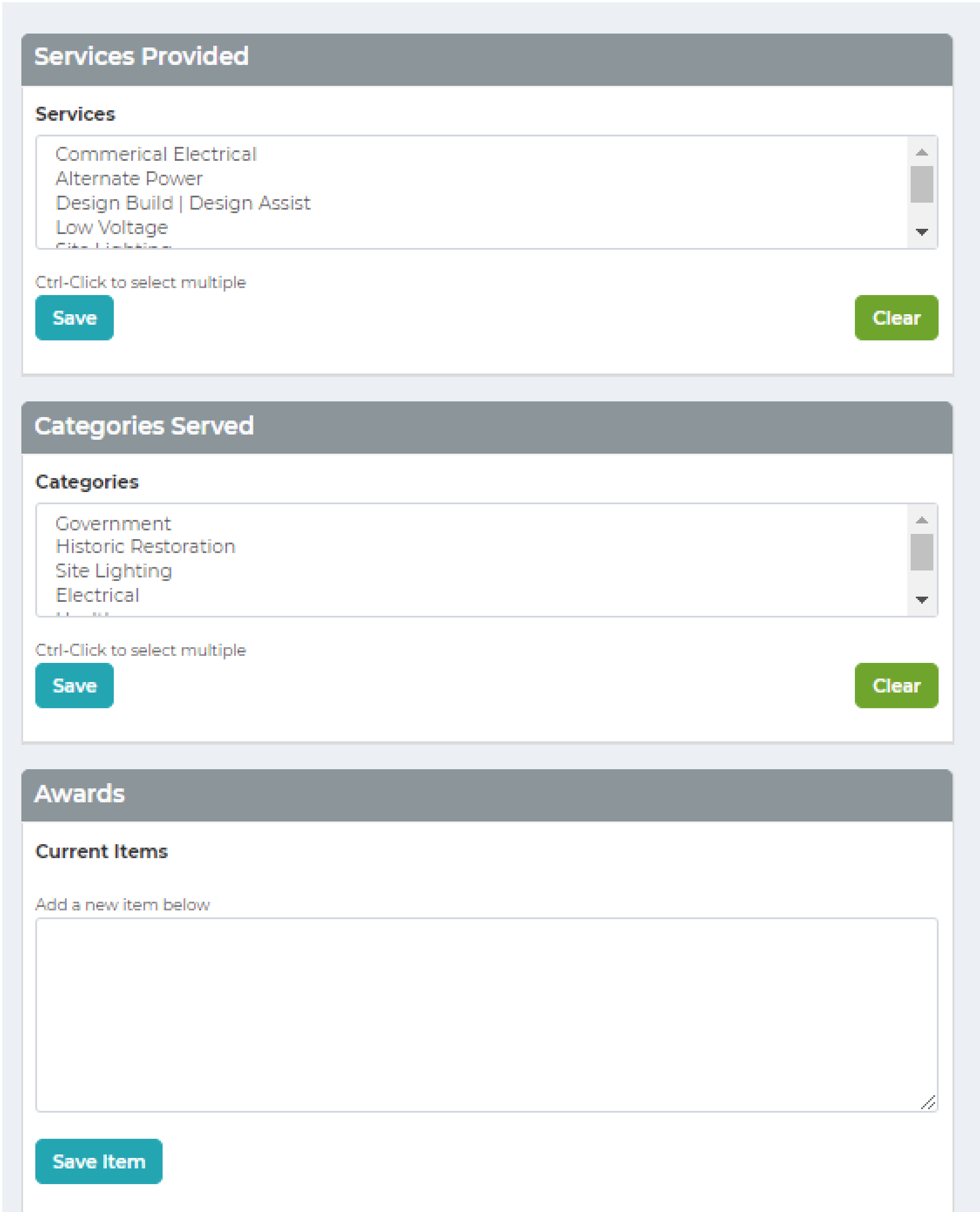
Create a Basic Listing

Listings include the title, location, a numerical order, a box to check if you want the listing to be visible, and the option to delete.

Below is an example of a typical blank listing. Fill out the information you like. You also will have the option to add photos.



In the right column, you'll select the appropriate services and categories, so your users can easily filter the listings.

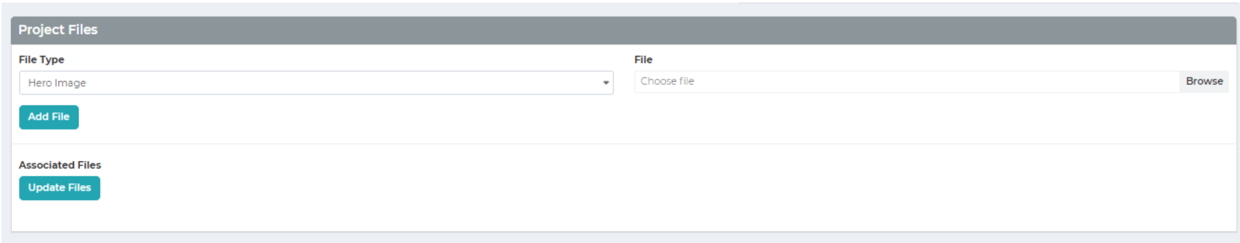


Set the Order

Once you have your listing created, you can number the listings to arrange their order of appearance. We recommend using increments of 10 for easier rearranging as you add listings. Do this in the Sort order column.

Enhance Your Listing

Once you have your listings created, enhance your listing with photos or other files.



Add photos

Choose how the photos are displayed.

Hero Image – This is the large image that will be displayed at the top of your listing page. Make sure this is a landscape (horizontal) image.

Listing mage – This is the image that will be displayed on the homepage of your portfolio, alongside the other listings.

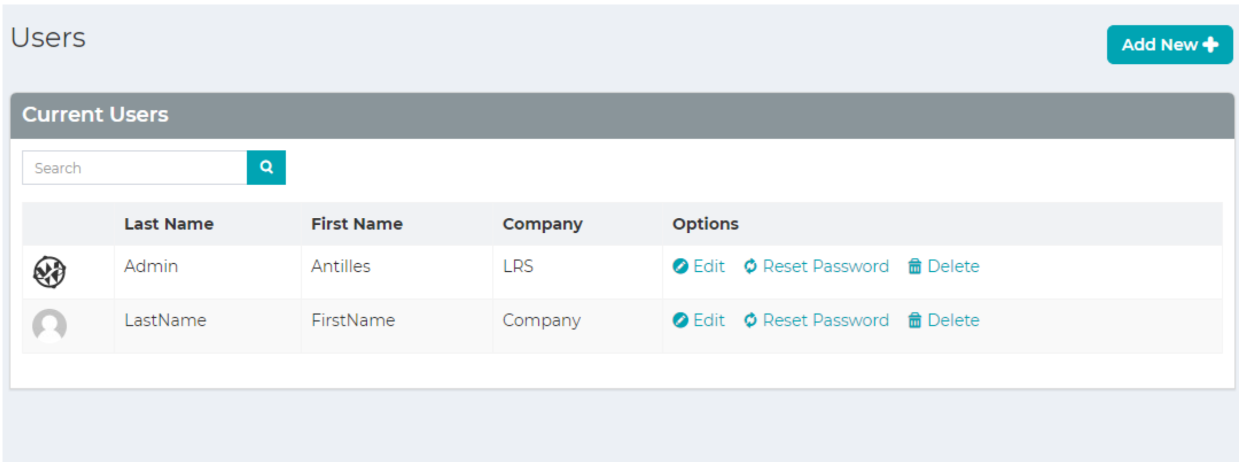
Image – These are additional images added to the project.

Choose the Dimensions of the Images

In the CSS Class column, select or type either portrait (vertical) or landscape (horizontal) image. This is how it will be displayed to public users.

Portfolio listings are often popular content on your website and encourage conversions, so have fun with your Portfolio module!

Users



Users Module:

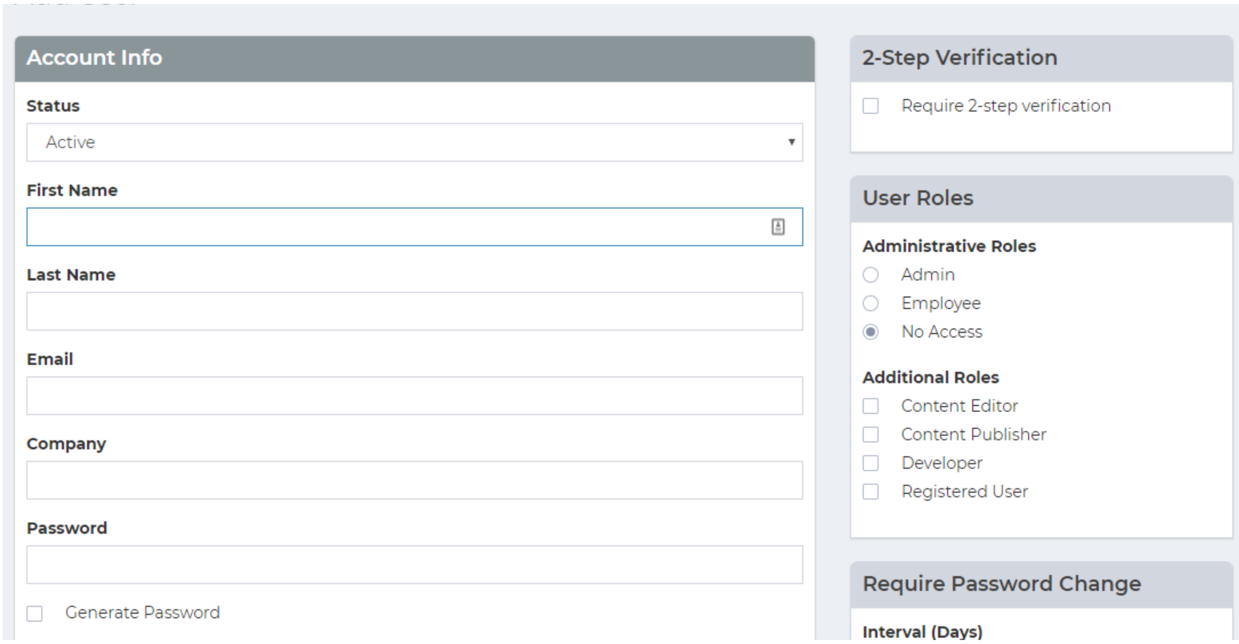
Users are the core of Antilles accessibility. Accessibility is evaluated on a page-by-page basis for the website, and a module basis for the administrative area of Antilles. Restricting access to web pages is done in the *Page Module*, while restricting access to Antilles Modules is done in the *User Module*.

Adding a User

Adding a user can be done by opening the *Users* module on the main dashboard.

On the next page, you'll learn how to add a user and what permissions can be given to a user when creating a webpage.

Step-by-step: Adding a User



1. Navigate to the *Users* module and click the "Add New" button at the top of the page. (This is shown on the previous page's image.)

2. Enter the information pertaining to that user.

   All fields are semantically labeled and pertain to qualities of the user. Once the password is set, it can only be changed by the user when logged in. All password resets are randomly generated. Email and Password are used for logging in.

3. Specify Roles for the user. These are discussed in detail on page **50.**

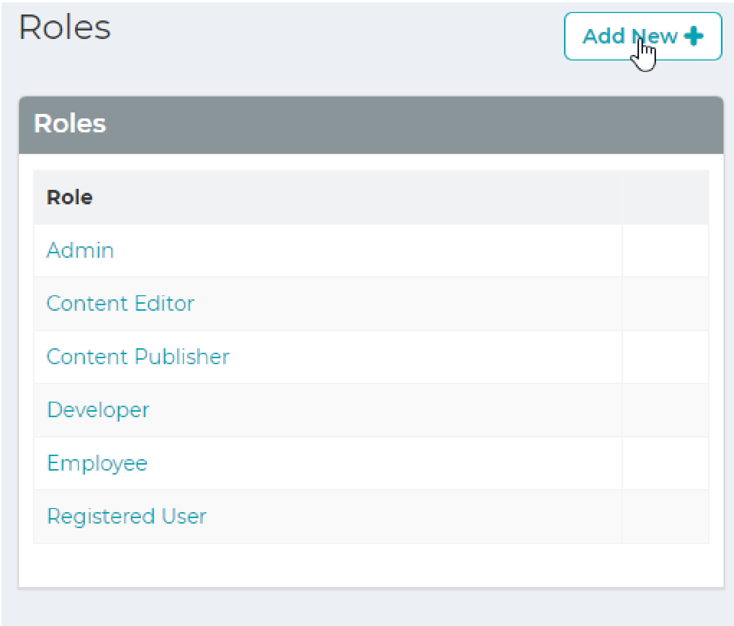
4. Decide if you want the user to be required to change their password within a set interval. This is a good practice for website security.

5. Press "Save" to add a user into the system.

   Use the generate password checkbox to generate a more secure password for the user. All passwords are encrypted.

6. Specify if the user is to use 2-Step Verification. This is discussed in more detail on page **52**.

User Roles

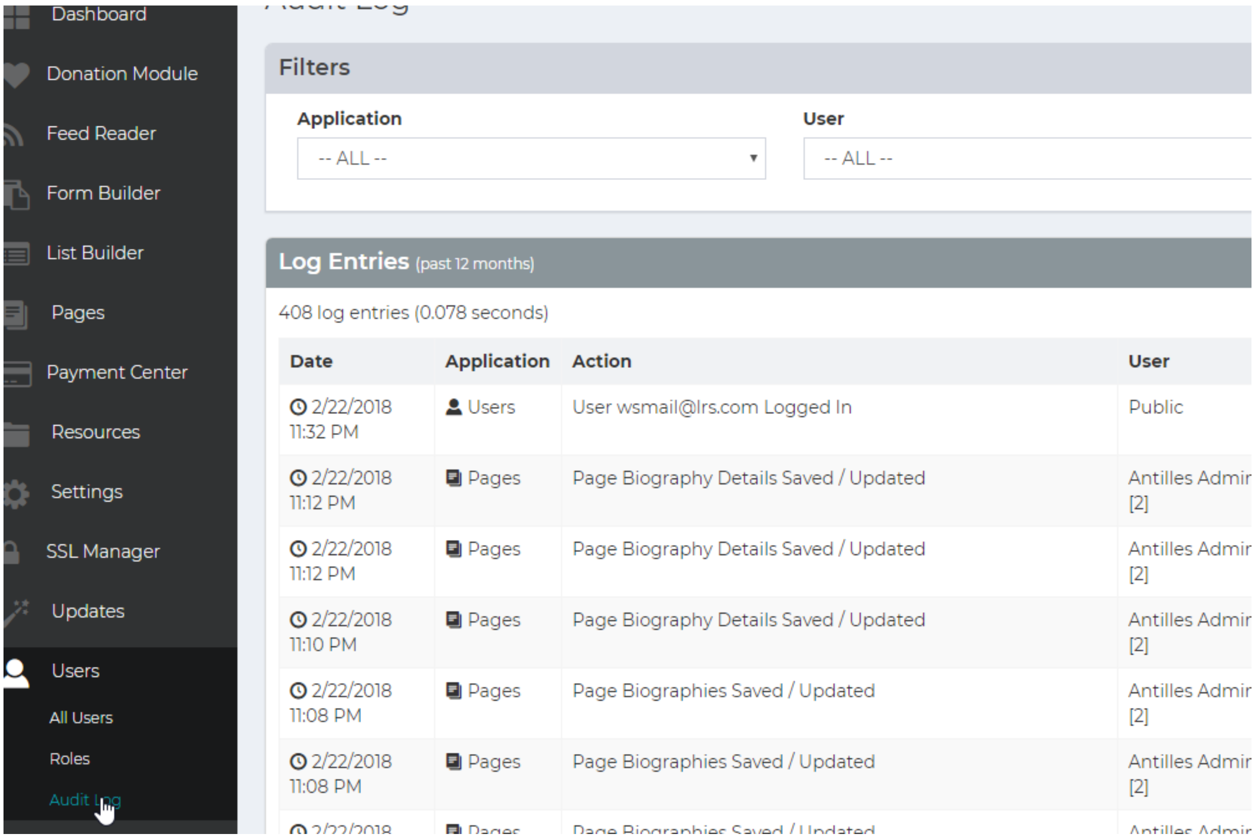


User roles determine a User's access to both webpages and administrative modules.

By default, the **Admin** role can't be modified. This role has access to all modules and all pages of the website. **Admin** and **Employee** roles are special roles and are roles for users that use the Antilles Dashboard. All other roles other than **Admin** can have their module access limited by marking the checkbox next to each module. If a module isn't checked, it will not show up in the user's Antilles Dashboard.

For users who aren't making changes to the Antilles Dashboard, a role would be assigned to them with no modules checked. The user's access would then be determined in the *Page* module, mentioned on page **15.**

Users Audit Log

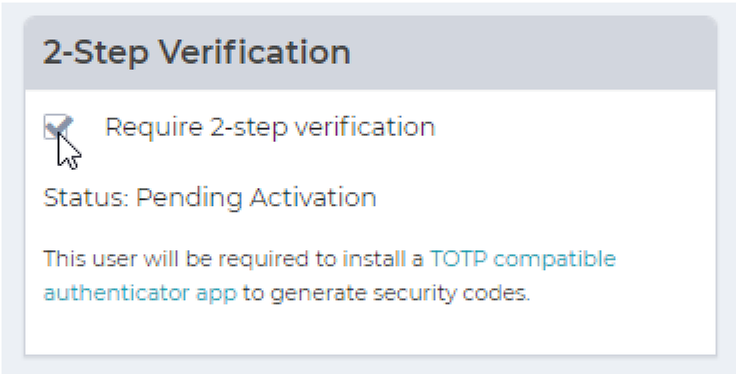


"The locksmith told him that locks are on doors only to keep honest people honest."

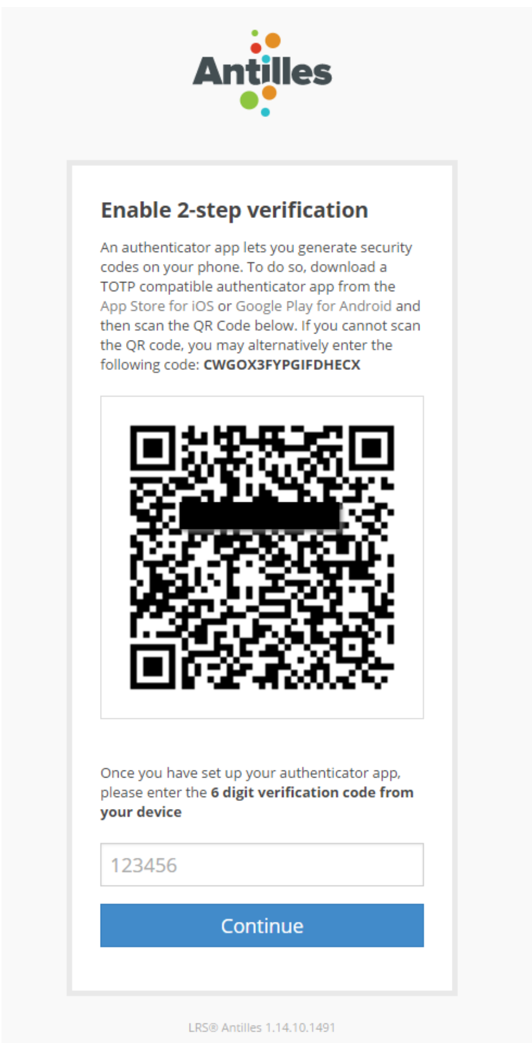
Checking to see who is accessing your website information is important. While data is encrypted, and measures are taken to prevent unauthorized access, sometimes passwords are leaked through physical documents and data is accessed in other ways.

The Audit Log allows administrators to view changes to data within your website. This log is populated with up to 12 months or more of logging information depending on your site configuration.

2-Step Verification



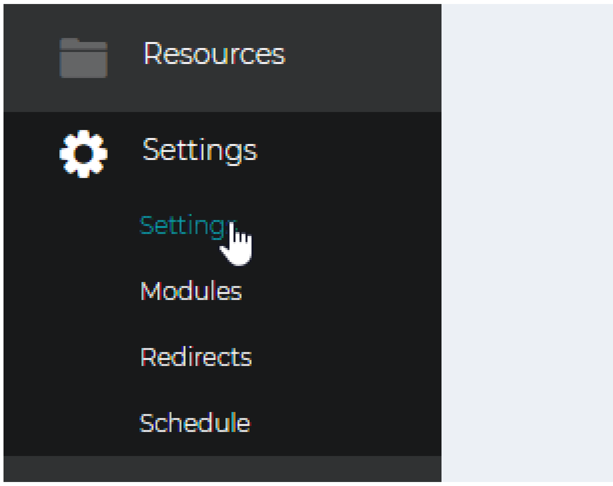
To add 2-Step Verification for an individual user, check the box within the panel labeled “2-Step Verification”. Once that box is checked, the user will be prompted to configure their 2-Step Verification once they login to their account in Antilles for the first time.



On the left is the prompt the user is given when they login with 2-Step Verification enabled on their account. The user will then have to download one of the two software links listed, based on their mobile operating system. Any 2-Step Verification app will work for this; the Google authorization apps are linked for convenience.

Once the 2-Step Verification is configured, the user will be prompted to enter a code from their device for all future login attempts.

Settings

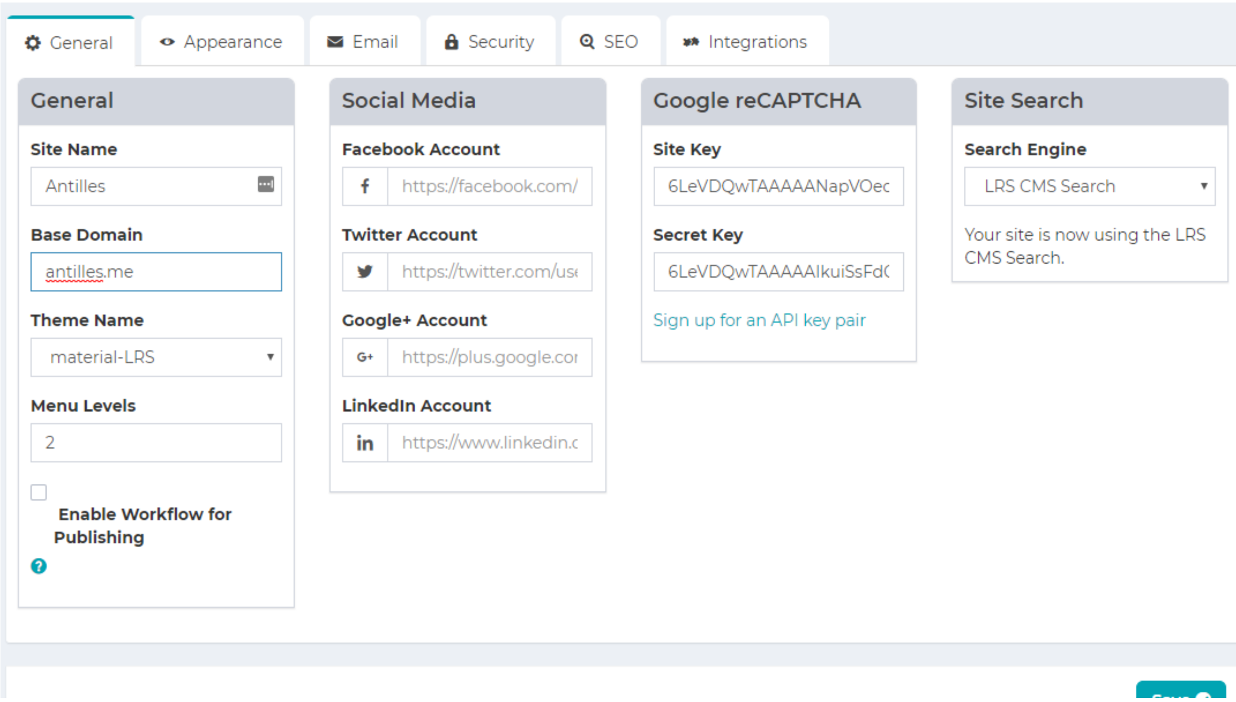


Settings Module:

The *Settings Module* contains all global resources associated with the site, such as the name of the site, the theme of the site and the email for the site. Some settings are intended to be used by developers of the site as well and are discussed more in the API.

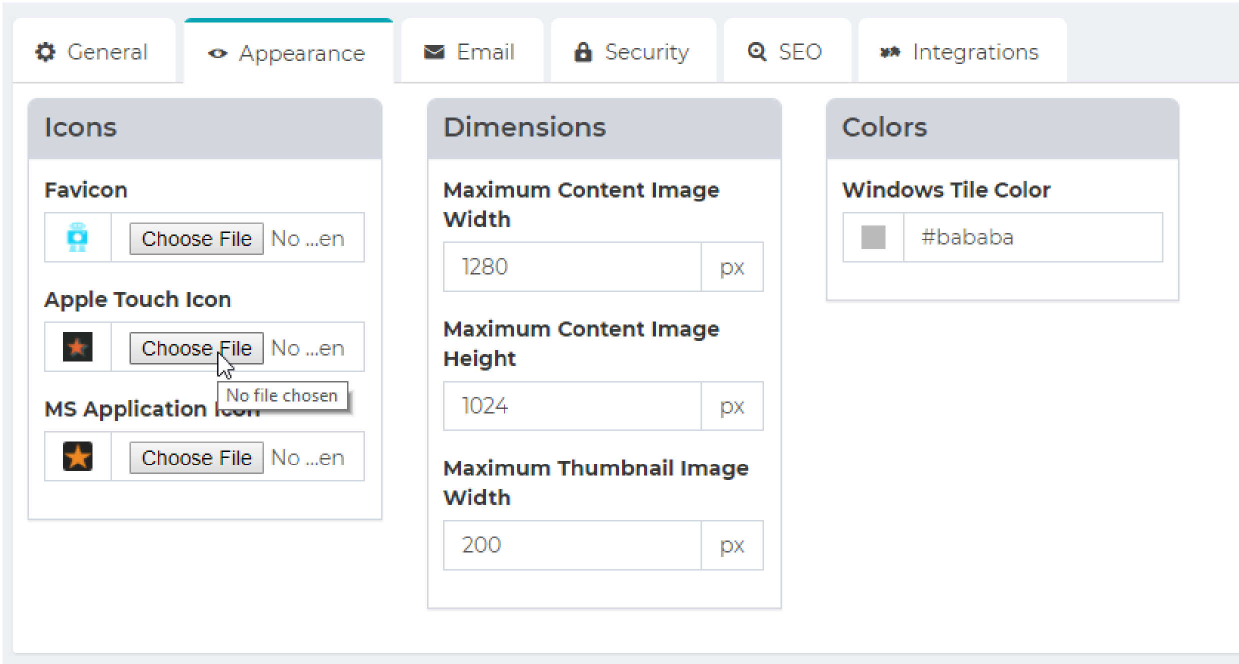
This module is different than other modules, so instead of a step-by-step we will go over the different panels within the settings area.

General Settings



- **Site Name**: This is the name of the site, it will appear in the top tab for each page.
- **Base Domain**: The domain where your site will be located. (Note: You must own your domain name, have your DNS pointed correctly, and have your site hosted for this to function as intended.) The base domain is also used for the password reset, and the sitemap generation.
- **Theme Name:** This is where the templates for the site's web pages are stored. Most sites have one theme, but in a rare case they could have more than one theme.
- **Menu Levels:** The number of menu levels that are used for the site. 2 is the default, which allows for headings and subheading in the site menu.

Appearance Settings



- **Favicon:** This is what will be displayed in the tab at the top of the page for the whole site.

- **Apple Touch Icon:** If your site is converted into an application for iPhone, this is what will appear as the App's icon.

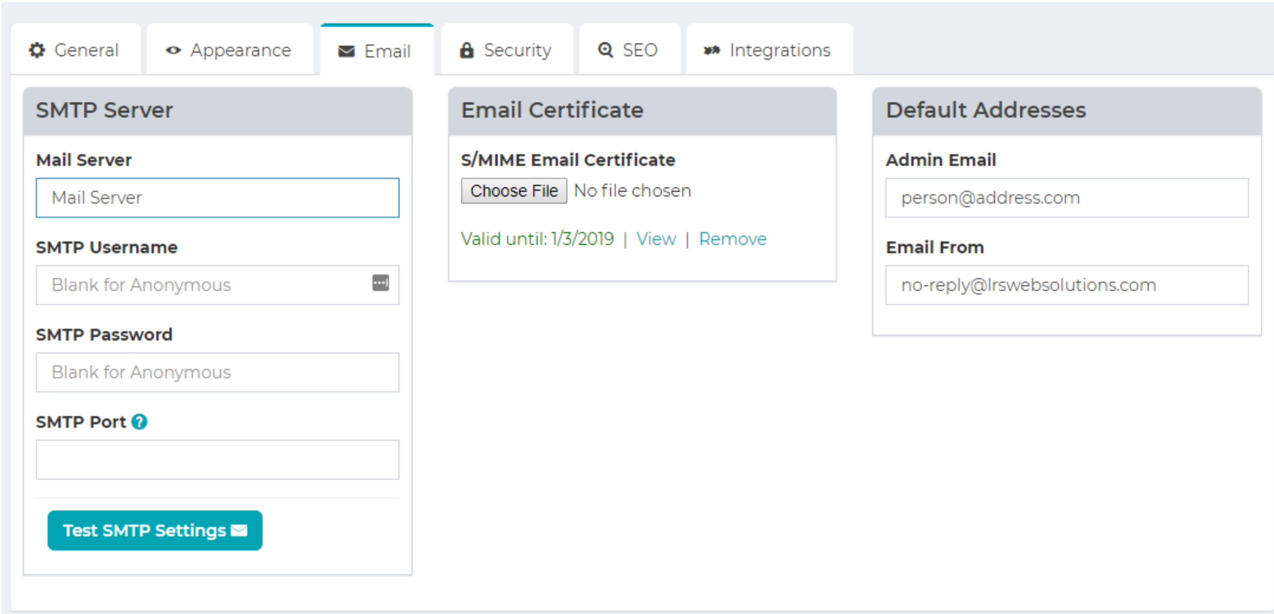
- **MS Application Icon:** If your site is converted into an application for the MS store, this is what will be used as the icon for Microsoft related products.

- **Windows Tile Color:** If the website is used as an application within windows tile display, this is what color the tile will appear as. It is currently using a hex color as the placeholder, for more info on hex colors go here http://www.color-hex.com/

- **Maximum Content Image Width / Height:** This is the maximum allowed height and width for images that are displayed within the site (for locally resourced images).

- **Maximum Thumbnail Image Width:** This is the maximum allowed width of images that are displayed using the /Thumb/ prefix within the site. (Again, for locally resourced images.)

Email Settings



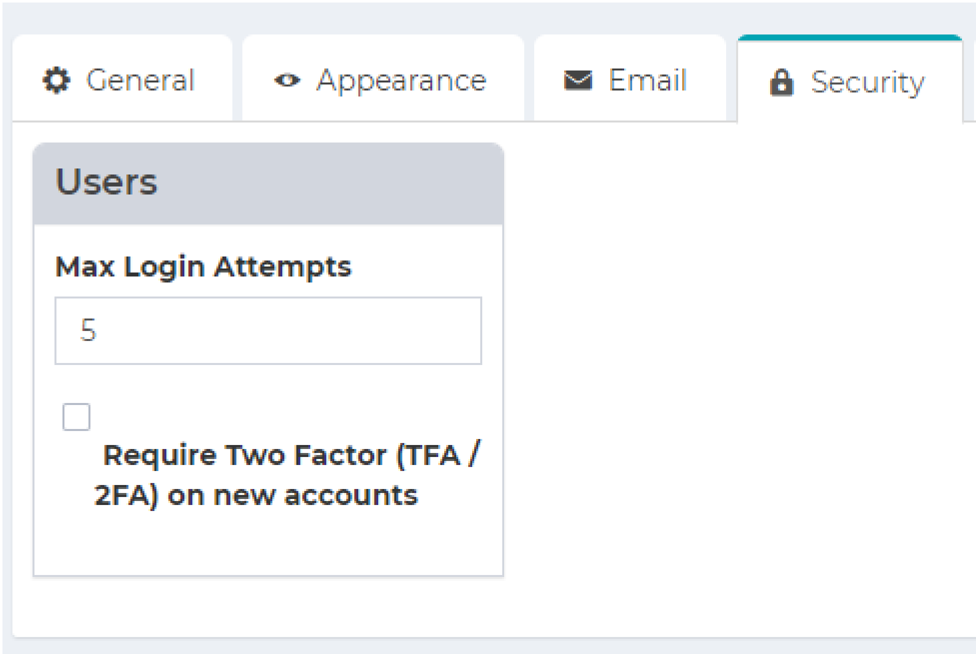
- **Mail Server:** This is the SMTP server that the website uses to send out emails for various modules such as Form Builder, or the password reset in the User Module.

- **Admin Email**: The email associated with the site administrator. This is used as the default email for notifications about the site, and possible other functions that are site specific.

- **Email From:** This is the default email that is used for forms that are sent from the site. This might not affect custom forms and might need to be updated elsewhere.

- **Email Certificate:** This is the certificate that is used primarily to encrypt form submissions through Form Builder. This uses the public certificate installed on the site to only allow those with the private certificate the ability to view the submission.

Security Settings

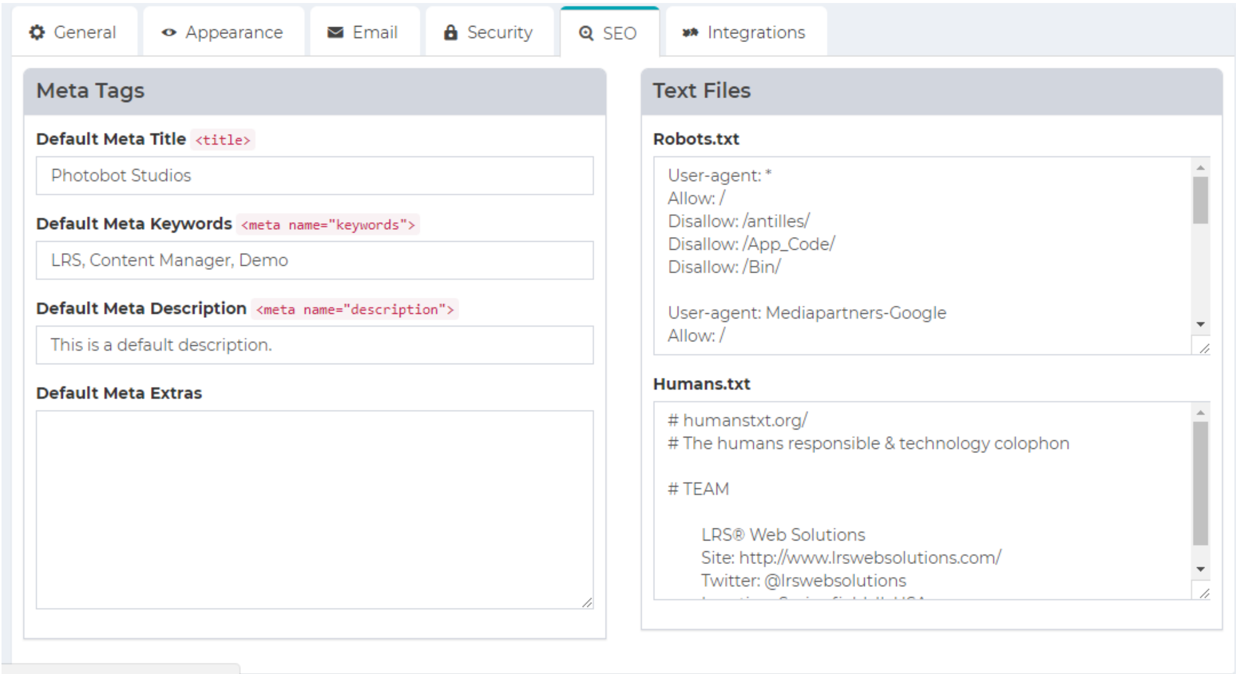


- **Max Login Attempts:** This is the maximum number of login attempts users are allowed before they are locked out of the site from their local machine. It's based on their IP address.

- **Require Two Factor (TFA / 2FA) on new accounts:** This will require users to set up two factor authentication for the site, and use an authenticator app on their smart phone to verify their identity.

SEO (Search Engine Optimization) Site Settings

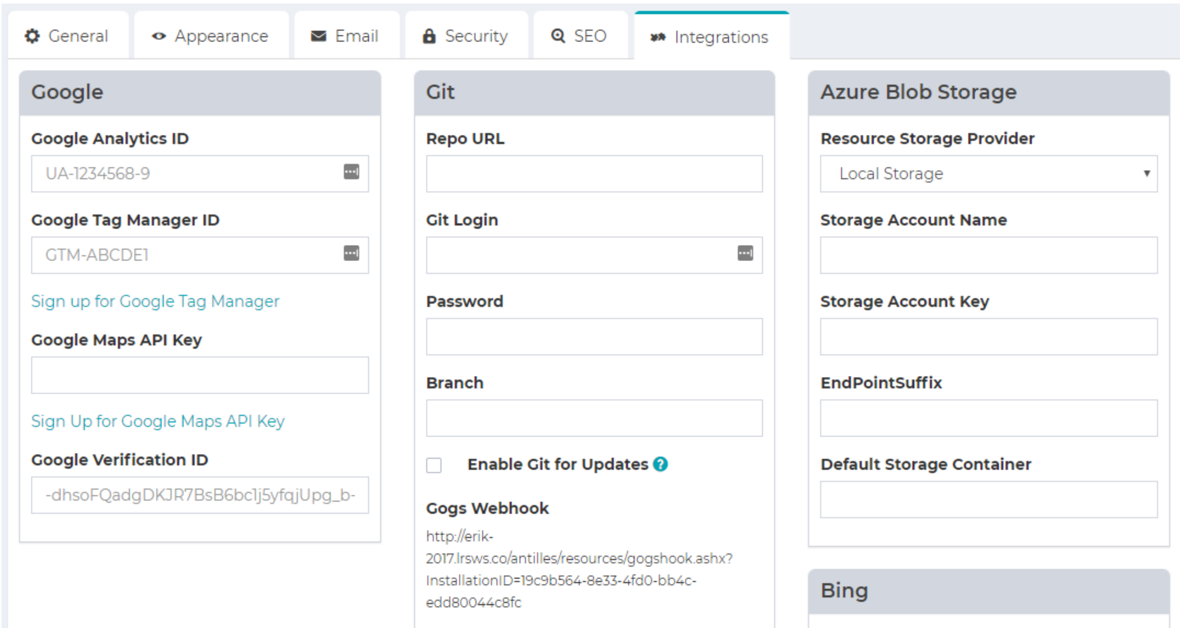
These settings will be set for you by the LRS Web Solutions team.



- **Meta Title:** This is the title that search engines will use when they index your site.
- **Meta Keywords:** While mostly deprecated by search engines, these are the keywords search engines will use for your site.
- **Meta:** This is the description search engines will use to find and display your site in their results.
- **Meta Extras:** This is used for any additional tags one might use for site-wide meta settings. An example of this would be a geo-location tag.
- **Robots.txt:** Used to tell search engine bots which pages should be indexed.
- **Humans.txt:** Used to declare authorship of a site, and for humans to look at.

Integration Settings

These settings will be set for you by the LRS Web Solutions team.

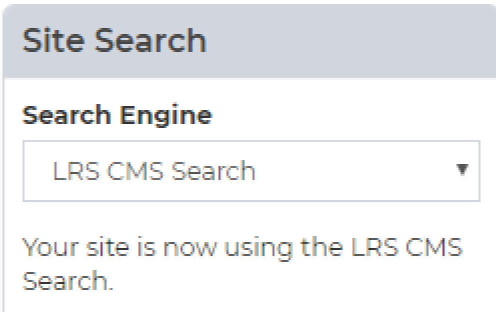


These settings are Analytics settings for all pages and are included in each page template. Only the IDs and keys need to be entered.

- **Google Analytics ID:** If you have a Google Analytics Account, this is where the ID will be entered. http://analytics.google.com
- **Google Tag Manager ID:** If you have a Google Tag Manager ID, this is where the ID will be entered. https://www.google.com/analytics/tag-manager/
- **Google Maps API Key:** If you have a Google Maps API key, this is where the ID will be entered. https://developers.google.com/maps/
- **Google Verification ID:** If you have a Google Verification ID, this is where it will be entered. https://developers.google.com/site-verification/v1/getting_started
- **Bing MS Validate ID:** If you have a Bing MS Validate ID, this is where it will be entered. https://msdn.microsoft.com/en-us/library/ms753962(v=vs.110).aspx

- **Azure Blob and Git:** These settings allow the site to be synced with a git repository, or an Azure hosting environment.

Site Search Settings

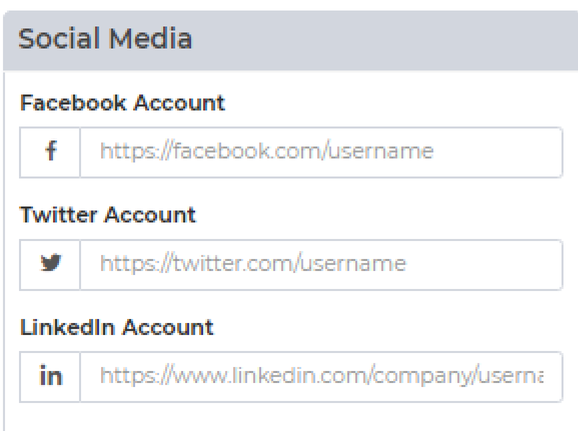


These settings are used for searching within your website. To use Google's site search, the CSE ID will have to be used, and you will have to sign up through the link provided.

To add a search to the site, create a page and add the search plugin to the page. For more info on adding plugins to pages, see the Form and List sections on pages **30 and 39** respectively.

Social Media Settings

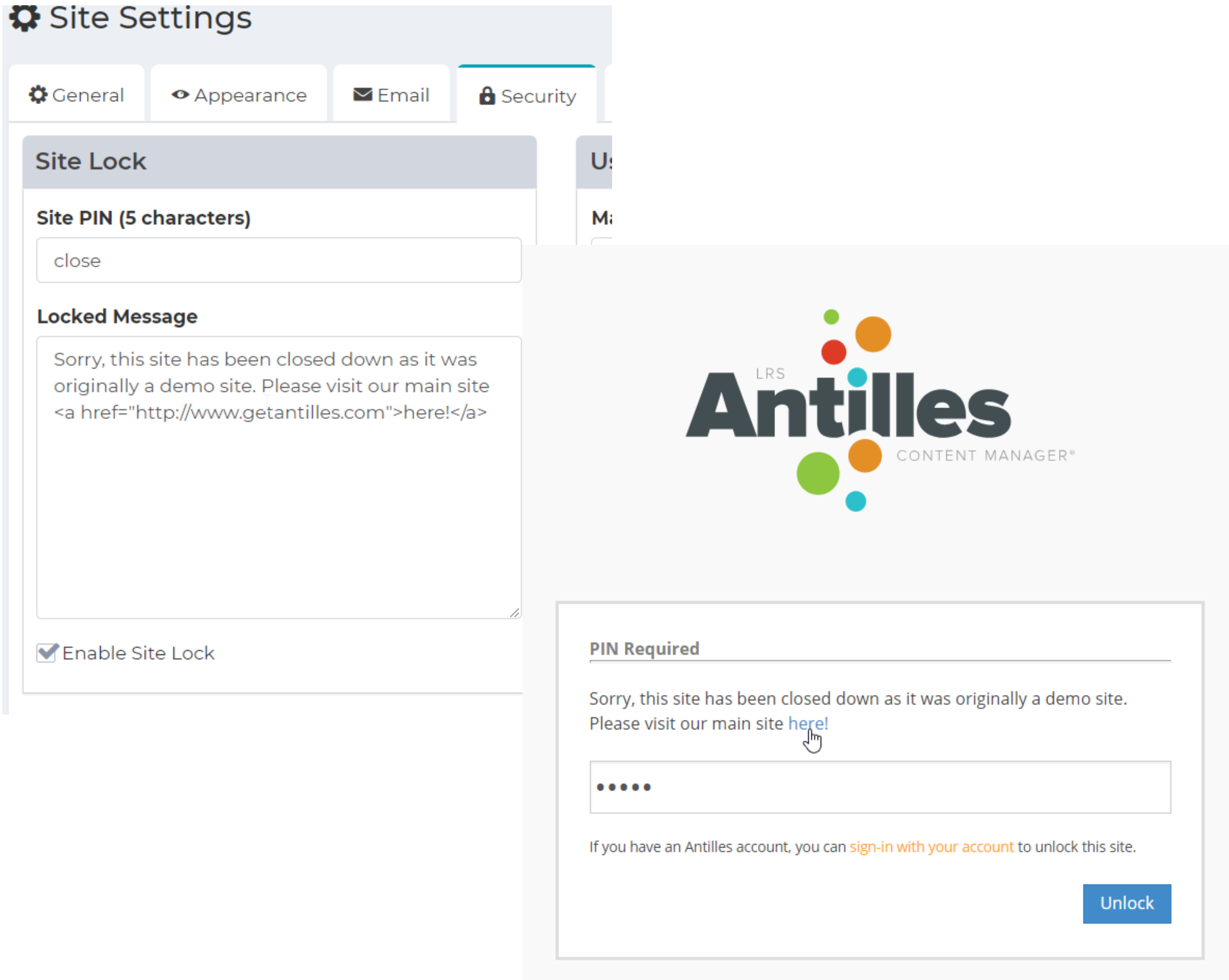
These settings will be set for you by the LRS Web Solutions team.



These links are straightforward. Include the links to your website's various social media accounts, and they will automatically be updated within the website.

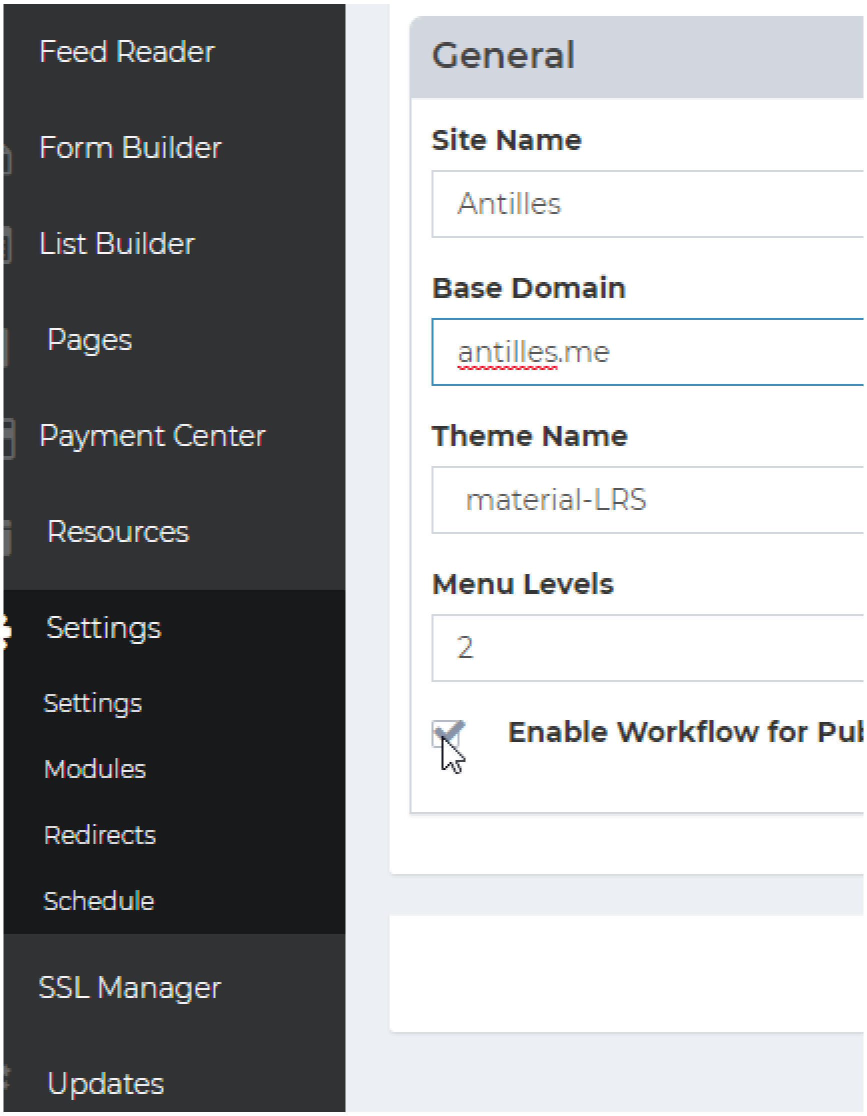
While these may vary on a site to site basis, typically social media icons are either located within the header or the footer of a page, which would depend on the page's template (see page **22**).

Site Lock



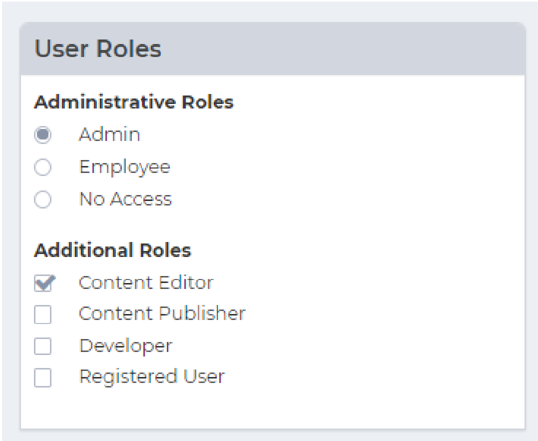
Site Lock locks down the entire website in extreme circumstances and will prevent users from accessing any page within the site unless they possess a 5-digit pin number. **The admin login page will still work normally if a site is locked**. A message will then display to any user who tries to access the site.

Enabling Workflow



Enabling workflow allows authorized users (marked with the content publisher role) to review content before it is published to the site. The first step for enabling workflow publishing is to mark it as active within the main settings module for Antilles. Once the box is checked, set the roles for the accounts that will be approving and editing content [Users Roles].

Enabling Workflow (Continued)



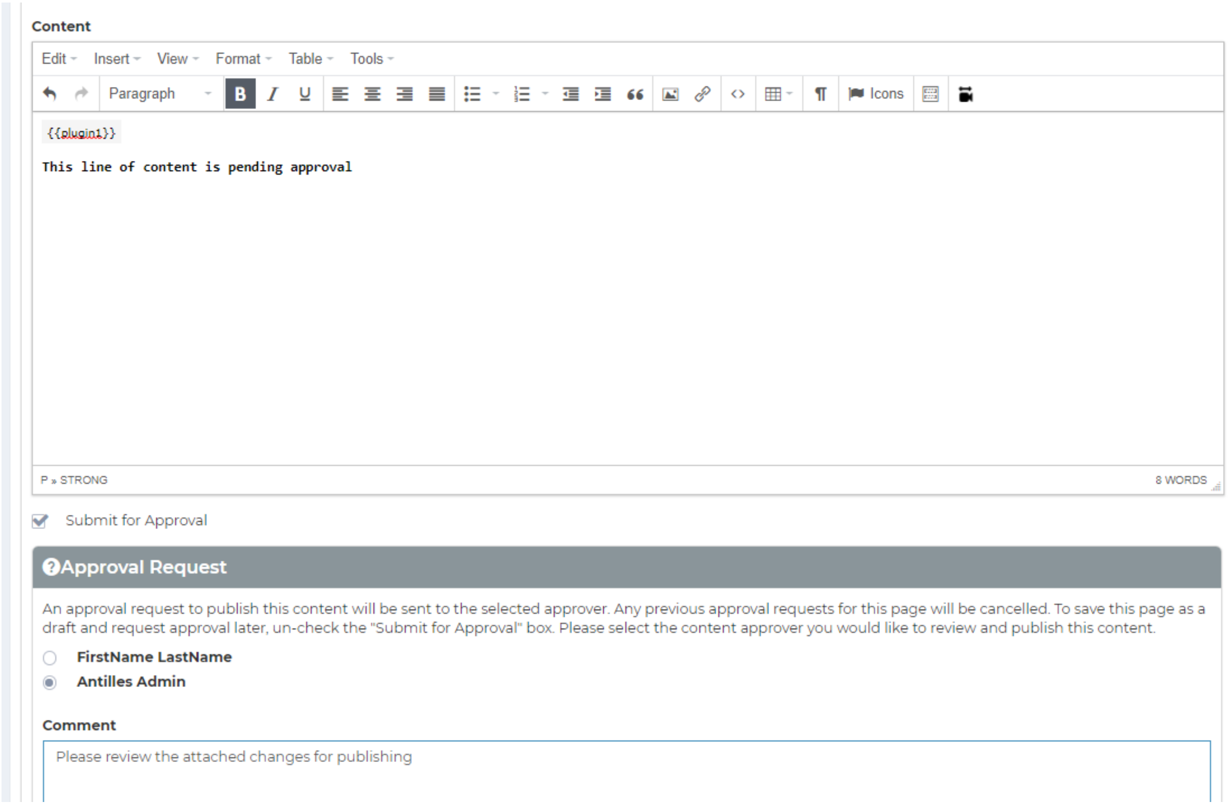
Content Editor

Content Publisher

The second step for enabling workflow publishing is to update the roles for users based on who will be editing and who will be approving content changes. Pictured above is the default configuration for an account that will be publishing content, and an account that will be editing content. These are both changed through the “Edit User” page (Users > All Users > Edit).

The next page covers a sample of what a typical workflow would look like for content publishing and content approval. The users will be referenced as **Publisher** and **Editor** to demonstrate the workflow.

Workflow Example

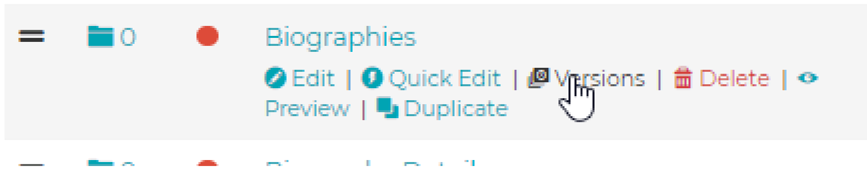


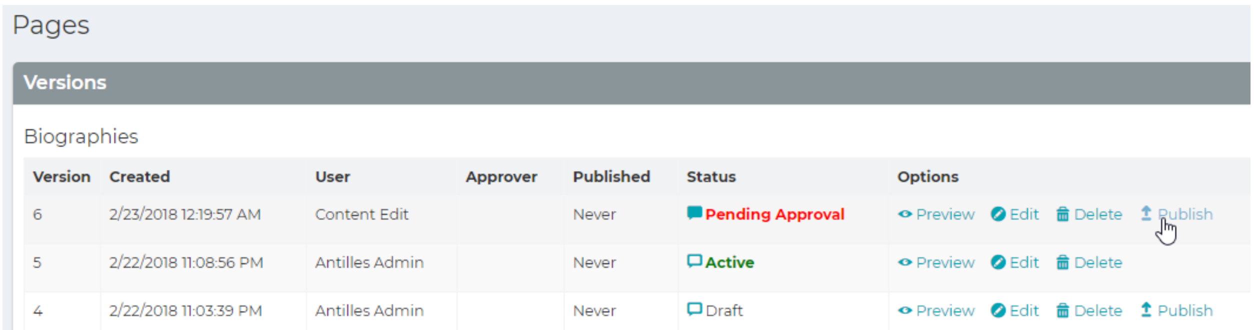
First, the **Editor** will log into Antilles and make their changes to the page. In this example, they've added **This line of text is pending approval.**

At the bottom of the Edit Page should be a checkbox marked "Submit for Approval". Checking this will open another panel titled, "Approval Request". This will email the user (the **Publisher**) that is selected from the radio buttons with the comment and changes. The email will also provide them a direct link to publish the changes made by the **Editor**.

The approval request will be the user marked in the radio button list below the content page.

Workflow Example (Continued)





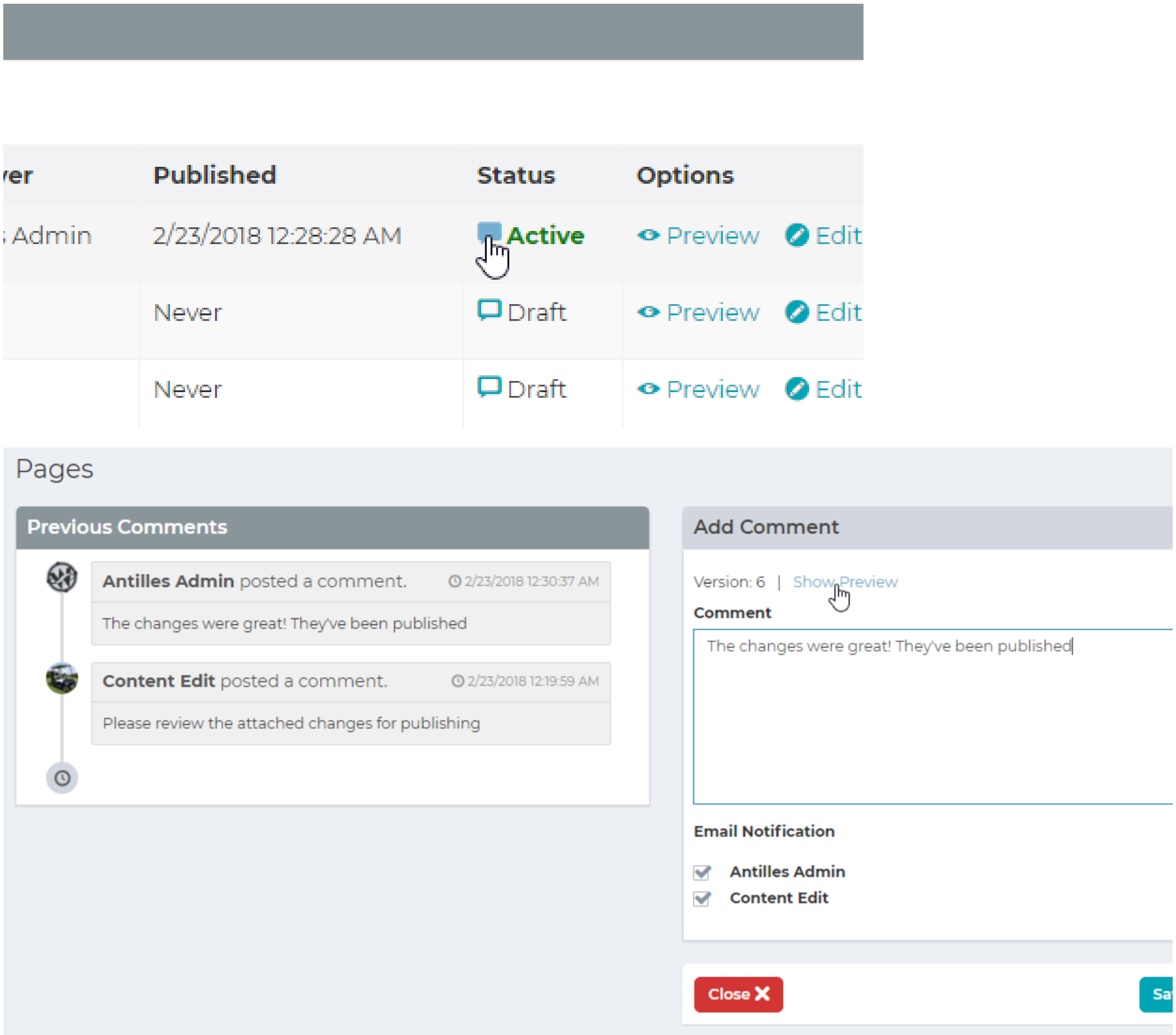
Once the **Editor** makes the changes and sends them out for approval, the **Publisher** will then have to log in and approve the changes through the “Versions” panel in the **Page** Module. Below are the possible states (status) for a version.

- **Pending Approval:** The Pending Approval status means that an **Editor** has modified the page recently and would like the content to be approved by a **Publisher**. All comments about the version can be viewed by pressing the chat bubble next to the status. All Versions that are pending approval will revert to the Draft Status if a different version is published.

- **Draft:** A draft is any version that is currently not active. All other versions will default to the Draft status if another version is published. All pages that are saved by **Editors** will also become drafts by default if they aren’t sent for approval.

- **Active**: This is the version that is currently being displayed on the front. Once a page is published by a **Publisher** it will become the new active page. Comments can also be made about active pages.

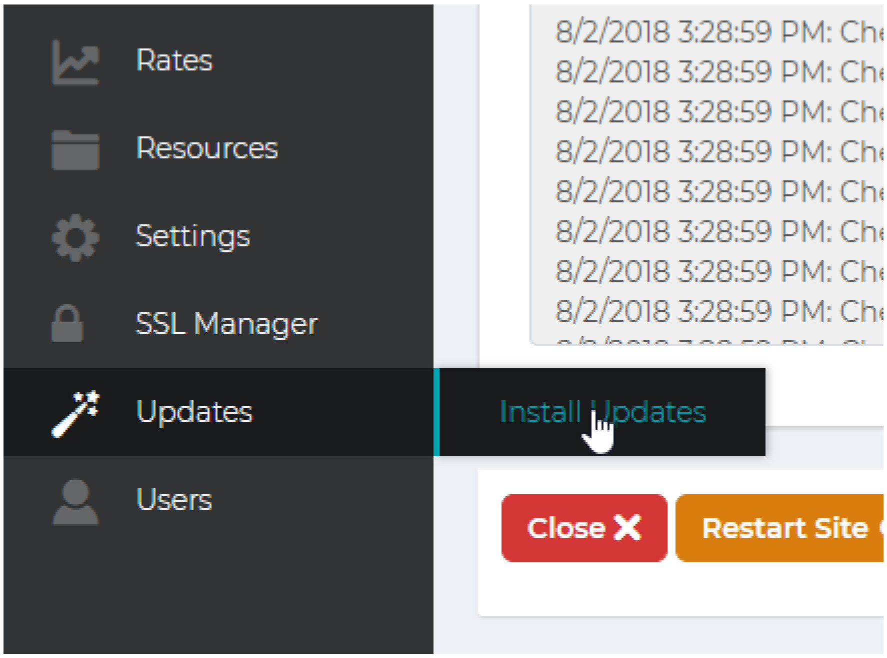
Workflow Example (Continued)



Pictured above are the comments for any version of a page (found by pressing the Chat Bubble icon next to a version's status). This is useful for sending emails and providing feedback to either an **Editor** or **Publisher** involved in a page's content production.

Remember, all pages can be previewed as well with the preview button next to any given version of a page. This is how the **Publisher** will view the changes for a version before publishing the content.

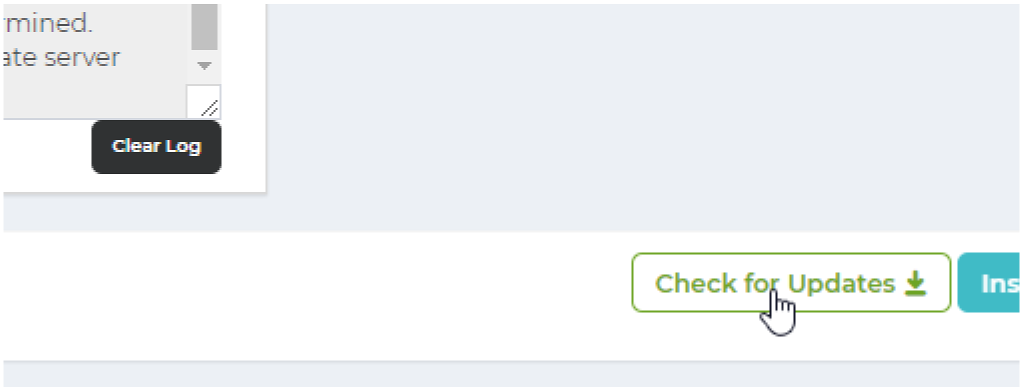
Antilles Updates



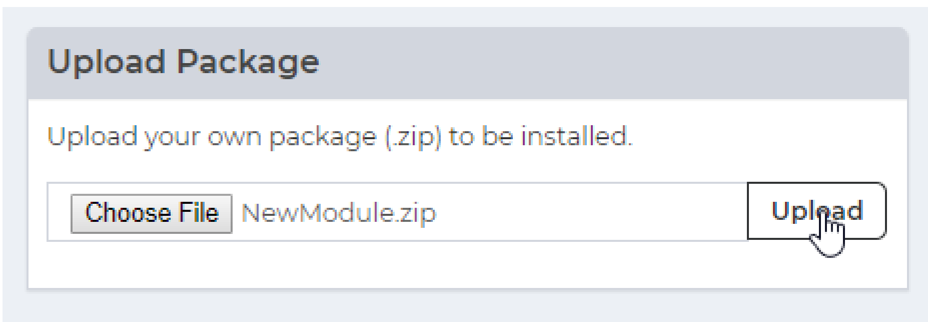
Updates:

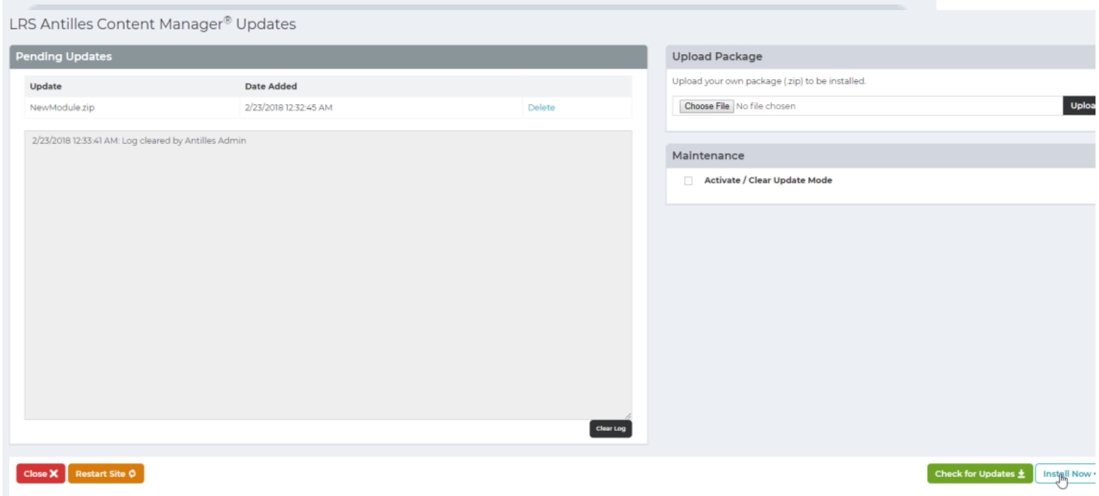
The *Updates Module* contains an interface that will let you to update your installed modules. This includes the Antilles Core installation as well. Please note that the core installation takes significantly longer to install than all other modules.

Updating Modules



Alternatively, you can manually upload a package as well for installation.





To view all modules that have updates, first press the refresh button in the bottom righthand corner of the update module. Press install now to install all updates listed.

Please note that **once you press 'Install Now', you will go into a maintenance mode. The site will go down until all modules are successfully or unsuccessfully installed.**

<u>These updates will also include core Antilles updates, which take significantly more time to install.</u>

To avoid complications with your site during an upgrade, submit a Helpdesk ticket for assistance from LRS Web Solutions technicians.