User Guide

Antilles

VERSION 1.14.10 (BUILD 1491)

LRS™
WEB SOLUTIONS

The Basics of Antilles

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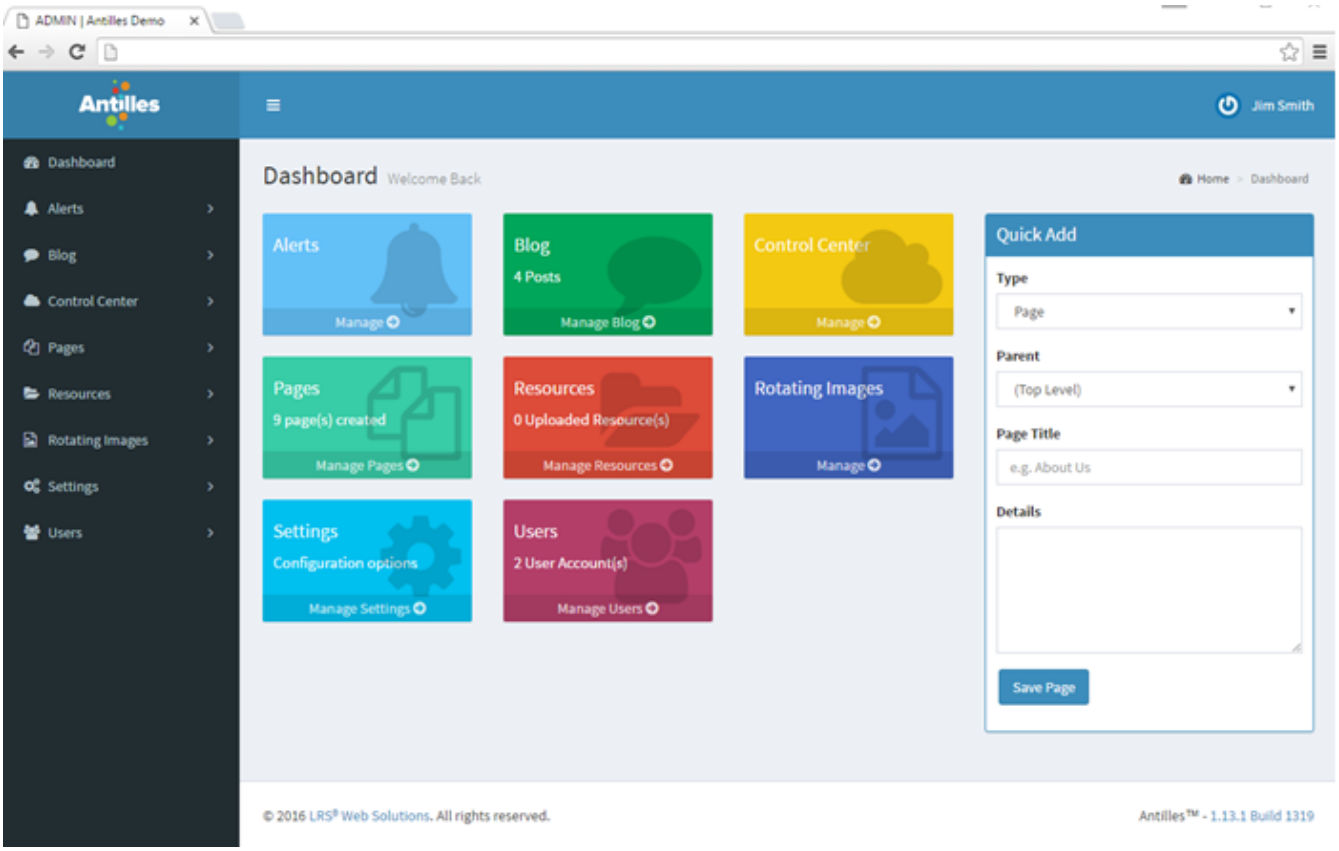
The Basics of Antilles

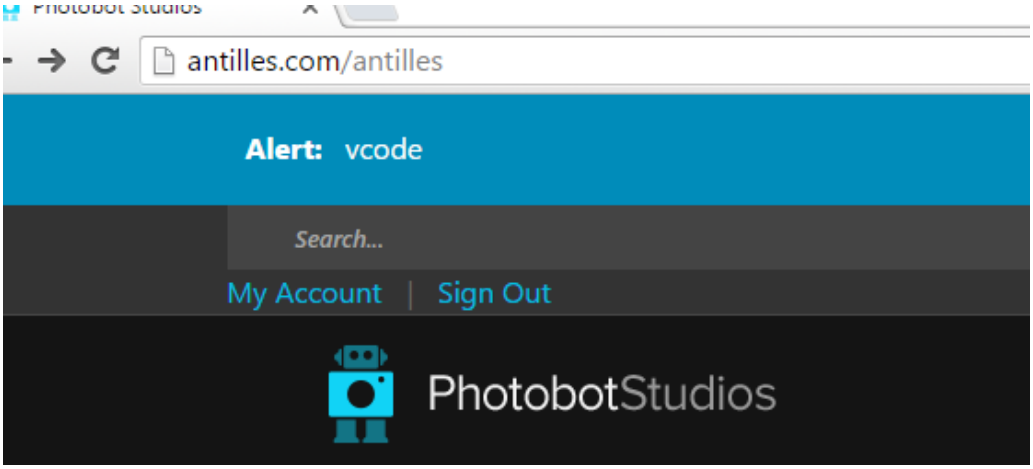
About Antilles™



Antilles is a website content management suite developed and maintained by LRS® Web Solutions. From the Dashboard pictured above, a user can add, edit, or delete any type of content on their website. Each Antilles Dashboard module does specific tasks and integrates through the *Pages* module's rich text editor.

Logging into Antilles

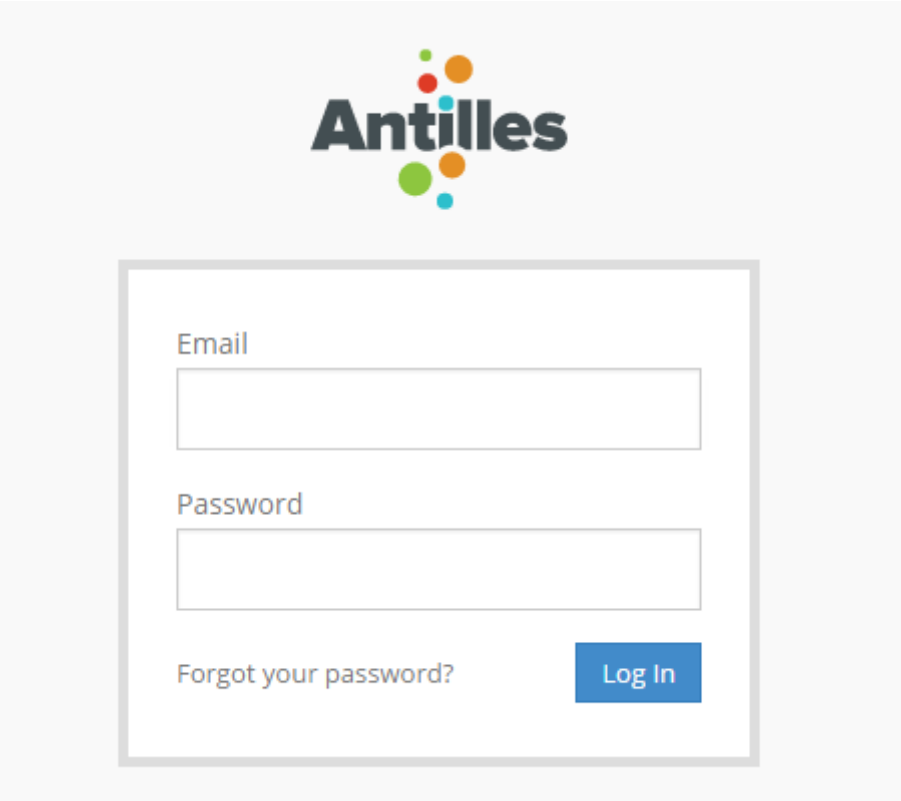
Navigating to the Login Page



To make a change to the website pictured above, first add /Antilles or /Admin to the URL. In this case, the URL is Antilles.com. 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

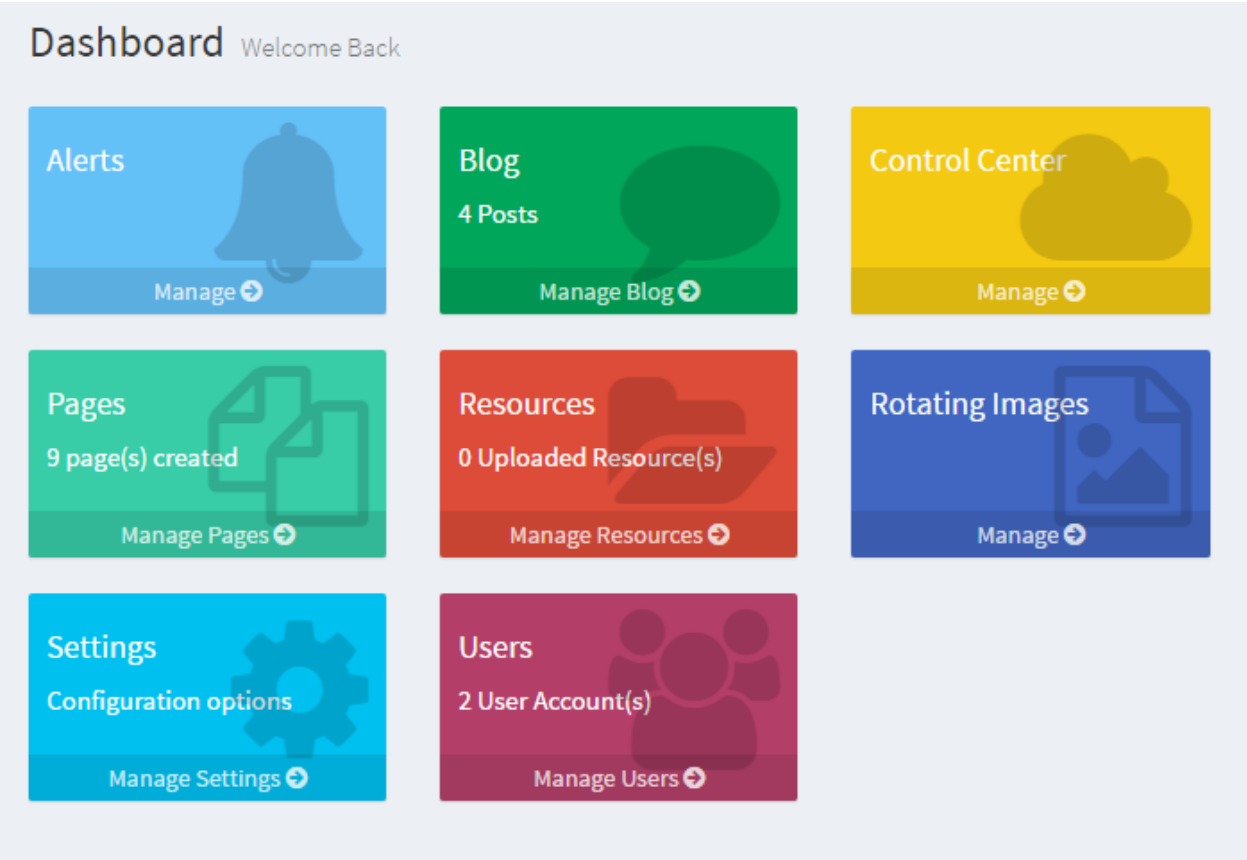


This is the page that should appear after following the steps from page **6**. Once here, enter your email address and password to log in.

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

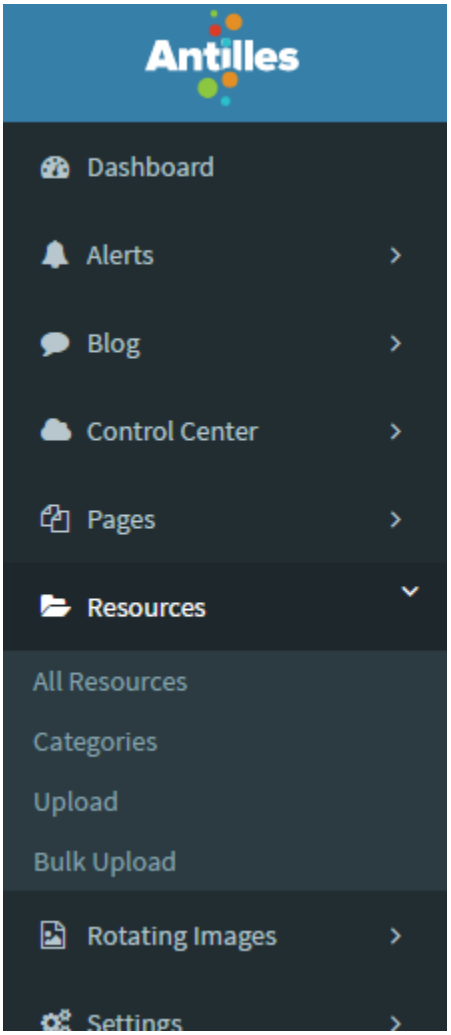


The dashboard is the central location for changing all content associated with your web page using basic or custom modules.

Each different frame represents a specific aspect of your website, or a module. The modules are named appropriately. For example, the *Resources* module contains all resources and 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.

Some of these modules are custom to a site, and are tailored to fit different site management styles.

The Sidebar



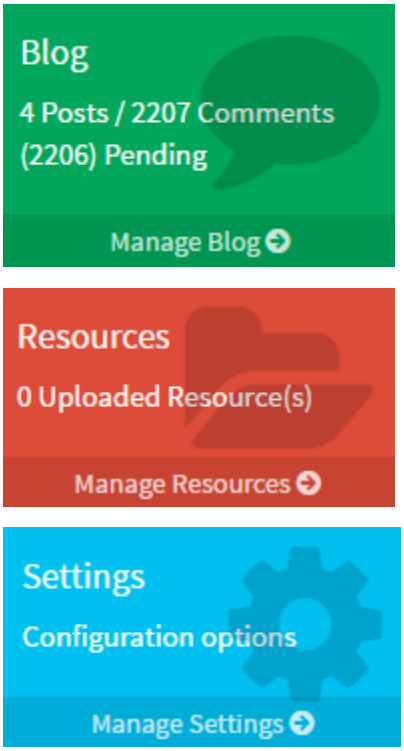
The sidebar is a list of modules that acts as an extension of the dashboard, for users that know exactly what part of a module they want to access.

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 when you find yourself using it often.

Modules



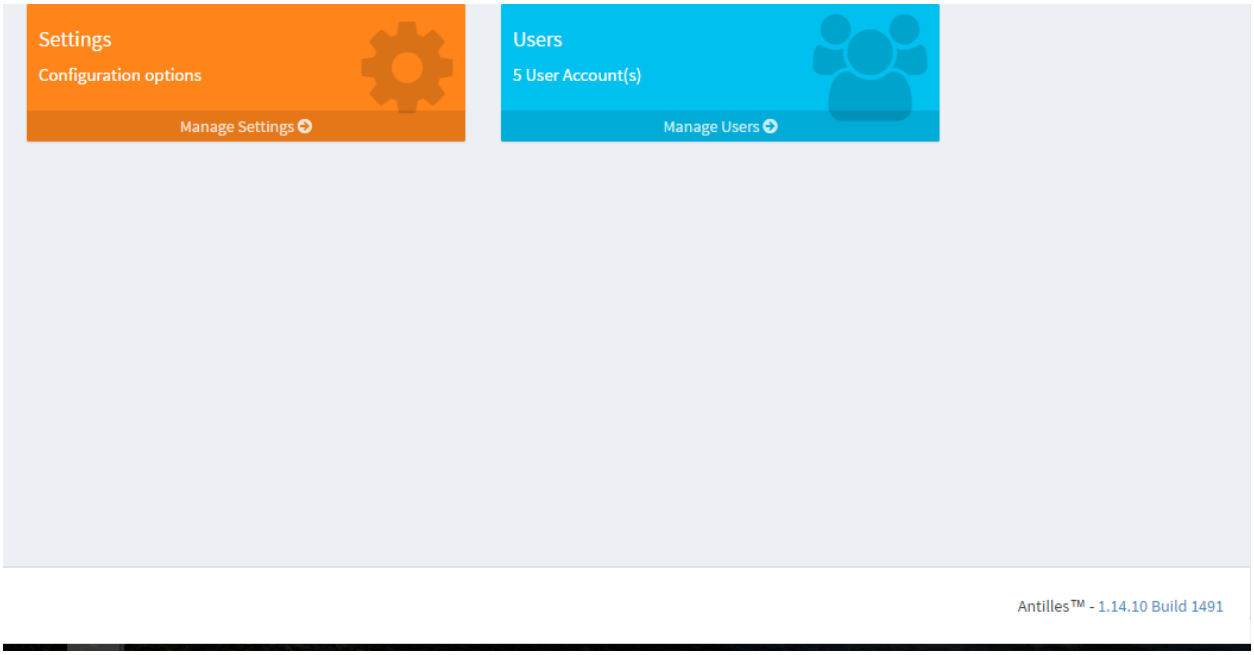
The Core of Antilles

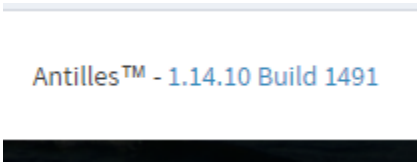
The modules are at the center of Antilles™, and are discussed more in depth in section on page 14. Each module is intended to do a specific task, usually only relying on other core modules.

There is a set of default modules with every installation of Antilles for the basic setup of the site, along with extra, or custom modules. These custom modules are unique to some installations of Antilles.

> *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/Audit 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

Antilles™ Change Log

Version 1.13.1 (1319)

Released: May 17, 2016

- Added ability to put plugins inside featured content areas
- Added mega menu control with user access restrictions and open in new window functionality
- Added Randomize and MaxCount parameters to list builder lists when used in a template
- Added Google Tag Manager support system wide
- Updated Resource downloads to include Google Tag Manager tracking links
- Updated Form Builder to include Google Tag Manager tracking code on form submissions
- Updated Blog RSS to work with Google Feedburner
- Udated Blog to hide future post dates
- Updated Pages to refine the process of adding plugins to a page
- Updated default behavior of Resource downloads to always be returned as attachments

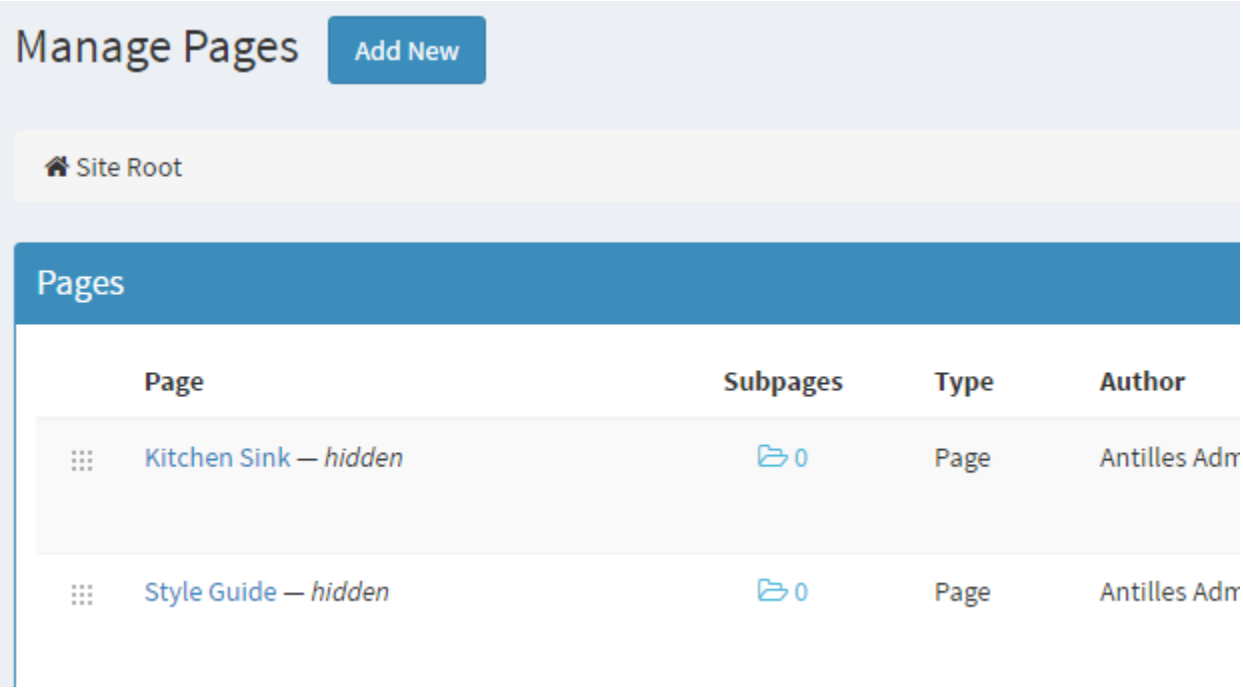
Attribution

- Antilles developed by LRS® Web Solutions.
- Admin Based on AdminLTE Theme by Almasaeed Studio.
- Rich text editor integration uses TinyMCE.
- Bulk upload support utilizes dropzone.js.
- Antilles uses jQuery.
- Json library support via Json.NET.
- HTML5 feature detection with Modernizr.
- Module packaging built using DotNetZip.
- Data import / export utilizes CsvHelper.
- Data access built on Entity Framework.
- Developed using Microsoft ASP.Net Framework.

Here you can view all of the 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 Description:

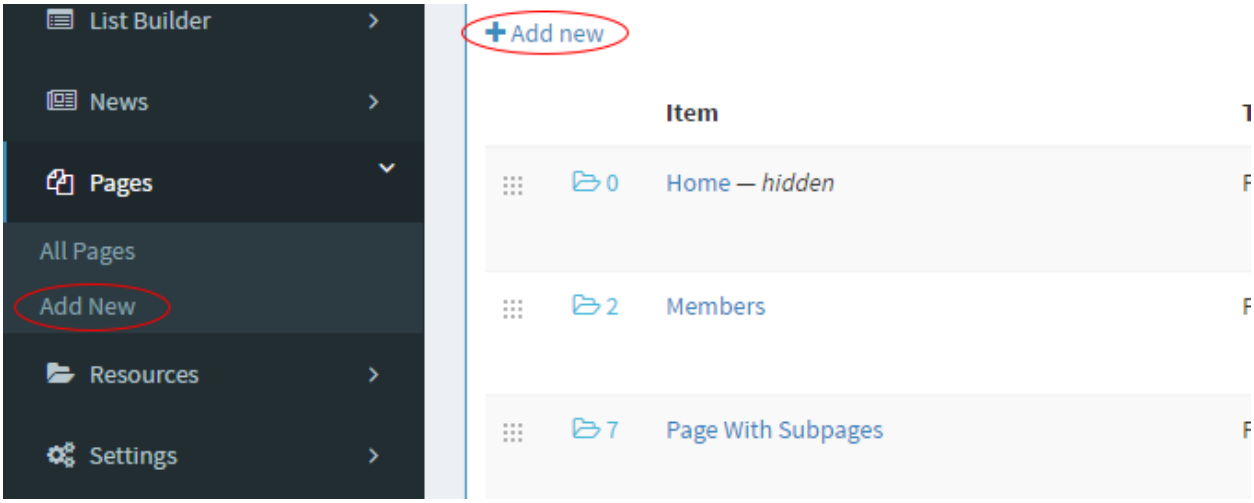
Web pages are the core of your website. A webpage contains all other information your site houses for user navigation. Pages added will automatically be added in the top-level navigation, unless specified in the page settings with the 'Hidden' checkbox.

Adding a Web Page

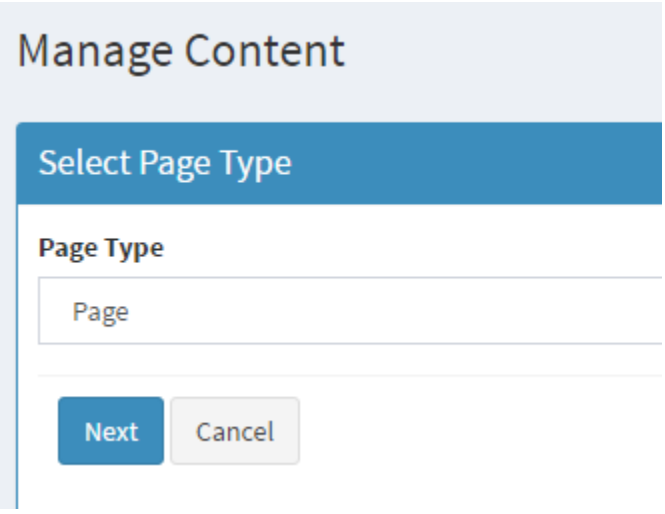
Adding a webpage can be done by either opening the *Pages* module, or from the Add Page sub-item in the left-hand Antilles menu.

On the next page, we will be discussing in depth 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



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.



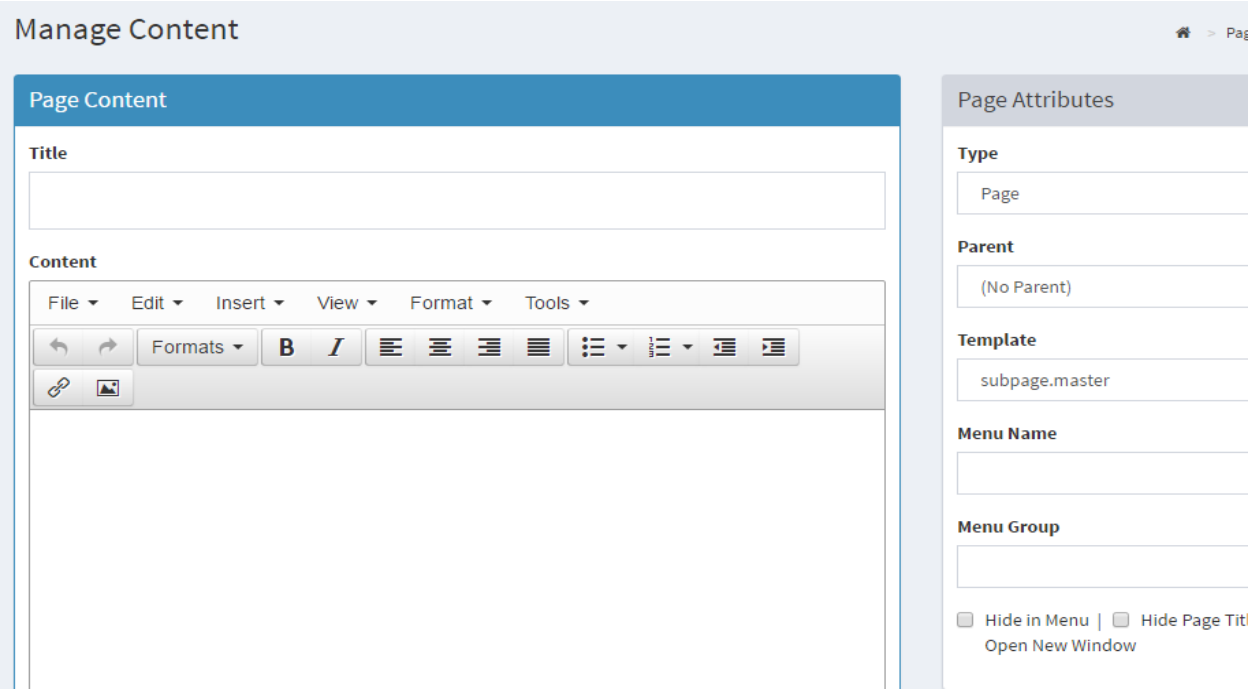
2. Types: After creating a new page you will have three options for the page type.

Page:	Your typical page with a header, body content, and a footer. Links normally in the menu
Placeholder:	Serves as a menu category. Does not link to anything in menu.
Link:	Links to another page through a URL.

3. Press next, and you will be taken to a new page based on the page type.

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

4. For adding a web page, your screen will look something like this



   a. **Title**: This is the title of the new page. It will be displayed at the top of the page unless otherwise specified.

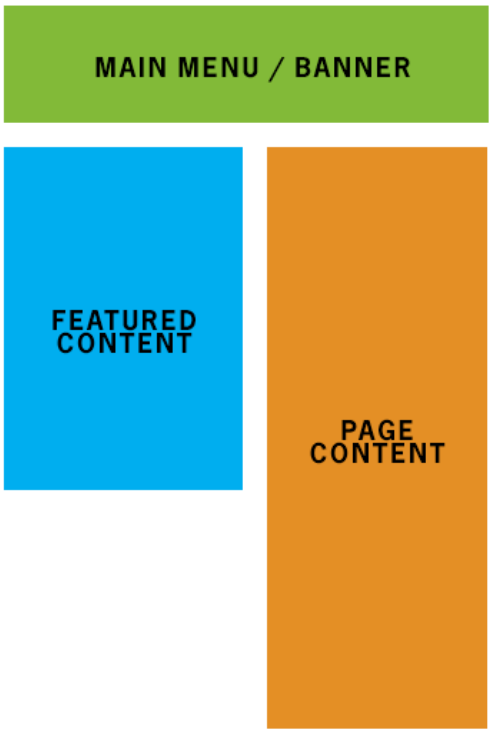
      Menu Name is automatically populated with the title of the page title when it is first typed.

   b. **Content**: What is contained within the bulk of the page.
      i. Edit -> Paste as text: This removes foreign formatting when pasting text.
      ii. Tools -> Source Code: Use this to view the source code for Content.
   c. **Template:** This field is very important, and describes the layout pattern a page will follow and therefore has its own section describing itself on the next page.
   d. **Parent**: If a parent page is listed, the page will be a sub-item of the parent page within the site's main navigational menu. Again, this can depend on the theme; though usually only 2 levels of menus are used for a site's theme.
   e. **Menu Name**: This is the name that will appear at the top of the page in the navigational menu.
   f. **Extra Options** (Checkboxes)
      i. Hide in Menu: When checked this page will not appear in the site menu.
      ii. Hide Page Title: When checked only the page's content will appear on the page.
      iii. Open New Window: When checked clicking on this page in the menu will cause the page to open in a new tab.

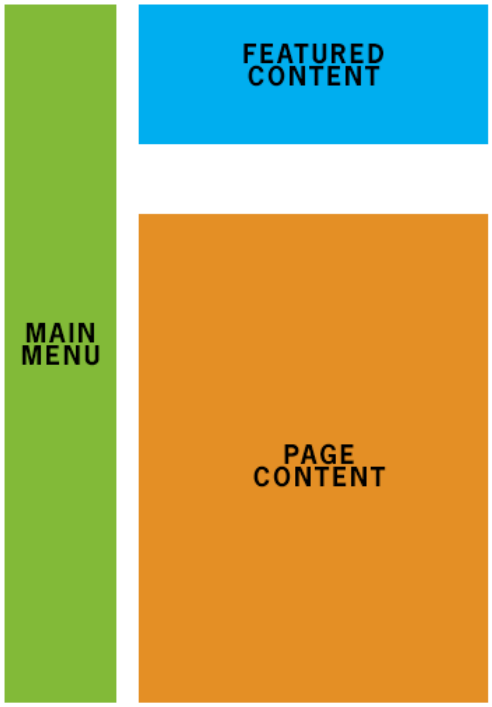
5. Once all attributes are added, press "Save" at the bottom of this page underneath content.

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.

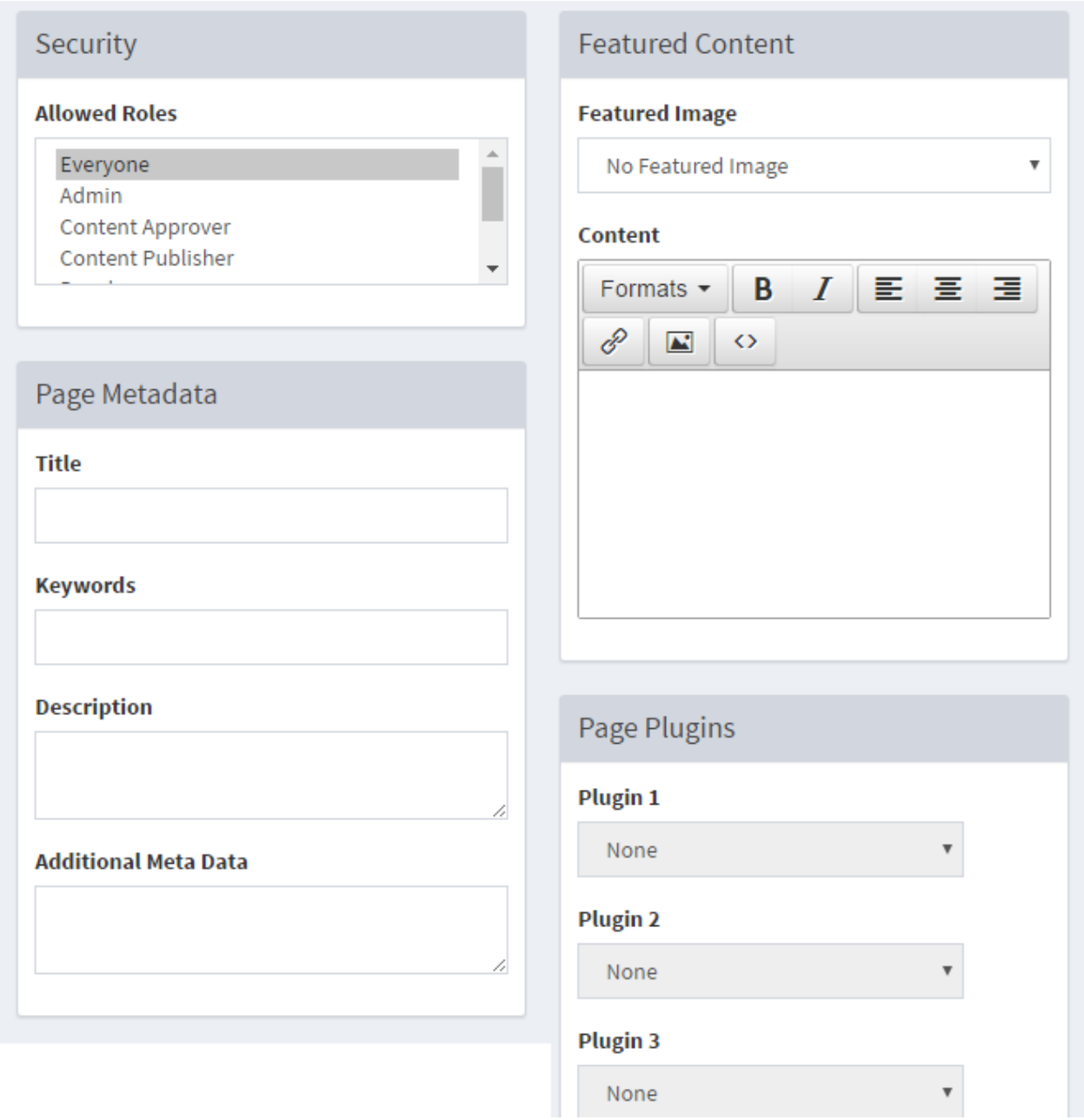


Template One



Template Two

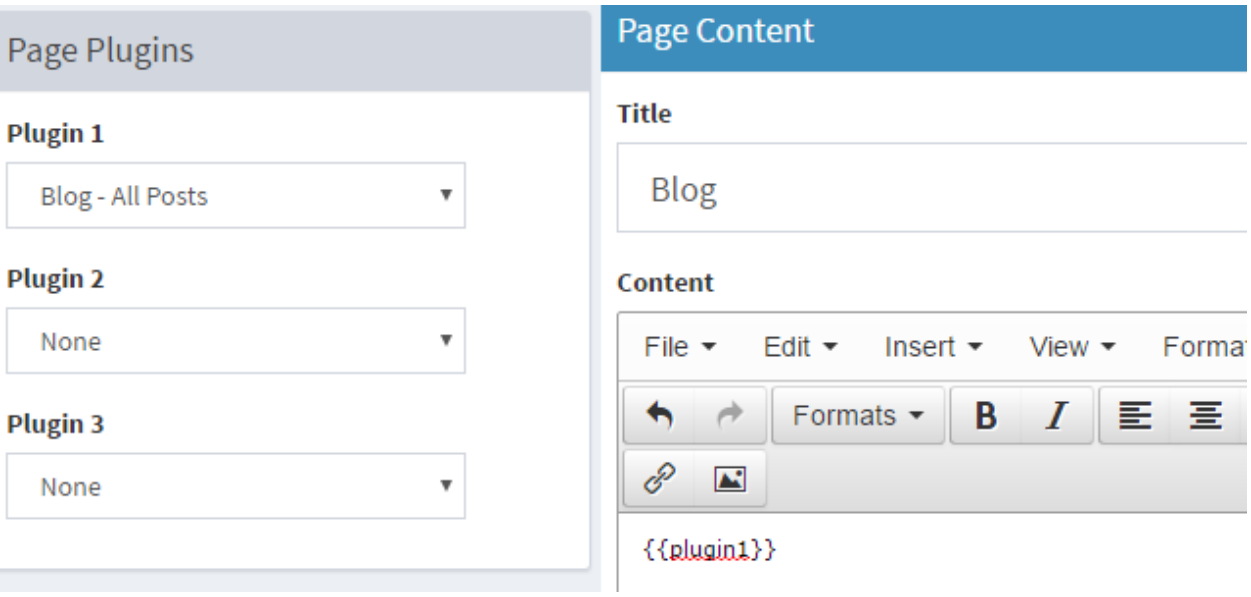
Optional Page Content



The *Pages* module also contains four panes with more fields that can be entered. These fields are still important, though not required. Plugins are also discussed more in depth in The Advanced Features of Antilles section of this guide, listing the different types of plugins that can be added to the page.

The next few pages briefly discuss these input fields.

Optional Page Content: Plugins



Plugins Description:

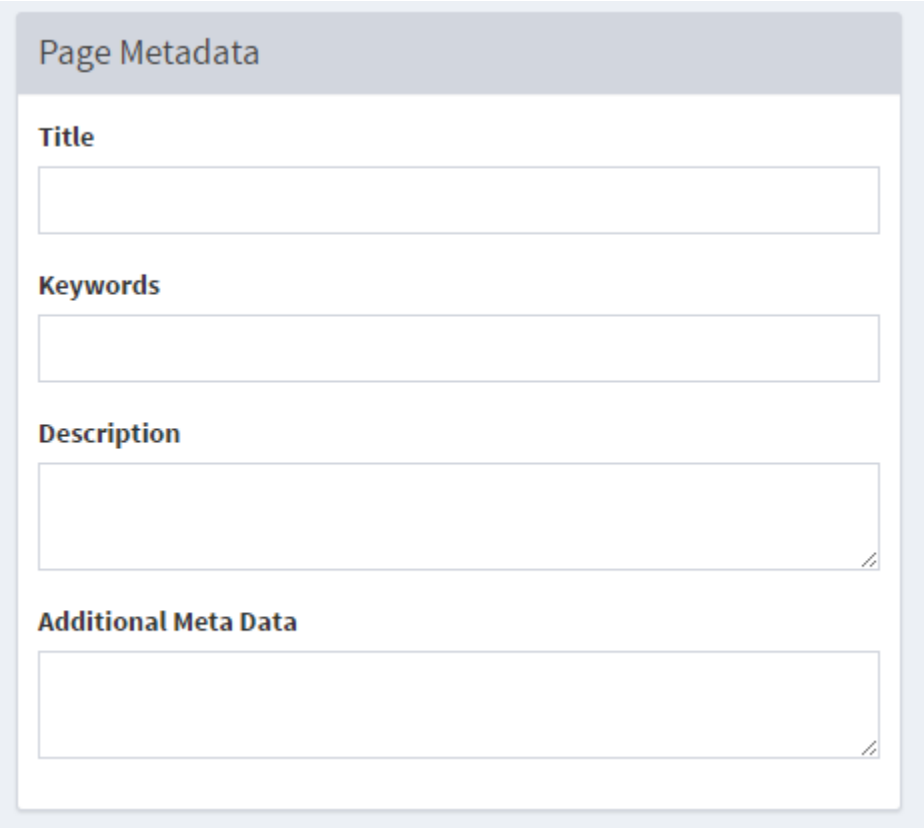
Plugins are used to add data that is more easily editable from an outside source. The plugin may take data from a twitter feed, or a blog site for example. The most common plugin used is a form that a user fills out.

To insert a plugin into your page, select the plugin you want from the dropdown menu.

Then, in the content section of the page type {{plugin1}} to insert plugin 1 where you want it. Type {{plugin2}} for plugin 2 and {{plugin3}} for plugin 3. Enter these exactly as pictured above within the content box.

Adding the "Blog – All Posts" plugin to a page would display all blog posts on that page, however to display each individual blog post, a **Blog Details** plugin would have to be added to a separate page. This page would display each individual blog post when the user goes to an individual post.

Optional Page Content: Metadata

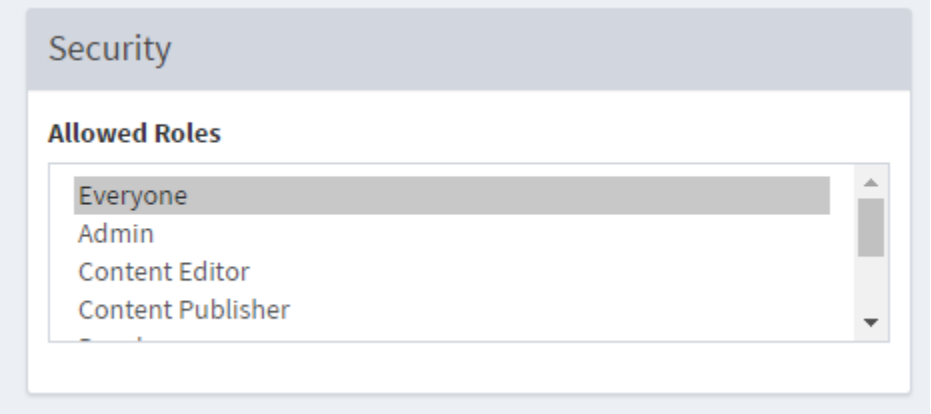


Metadata Description:

Metadata is data that provides information about other data. This data is used to index the page for search engines, so that they can check if a page is relevant to their search query. Below is a short description for each type of metadata.

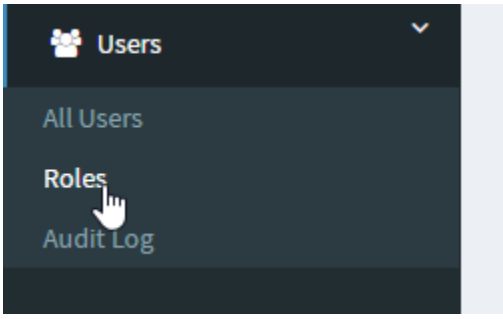
- **Title:** This is the title of the page, and will also display as the title for the page in search results.
- **Keywords:** These are a list of key words that describe the page. These aren't as important as the description and the title fields.
- **Description:** This is a short description of the page. This is also the description that will display in search results.
- **Additional Meta Data:** This is where additional HTML tags for Metadata can be added; such as an author or a location tag.

Optional Page Content: Security

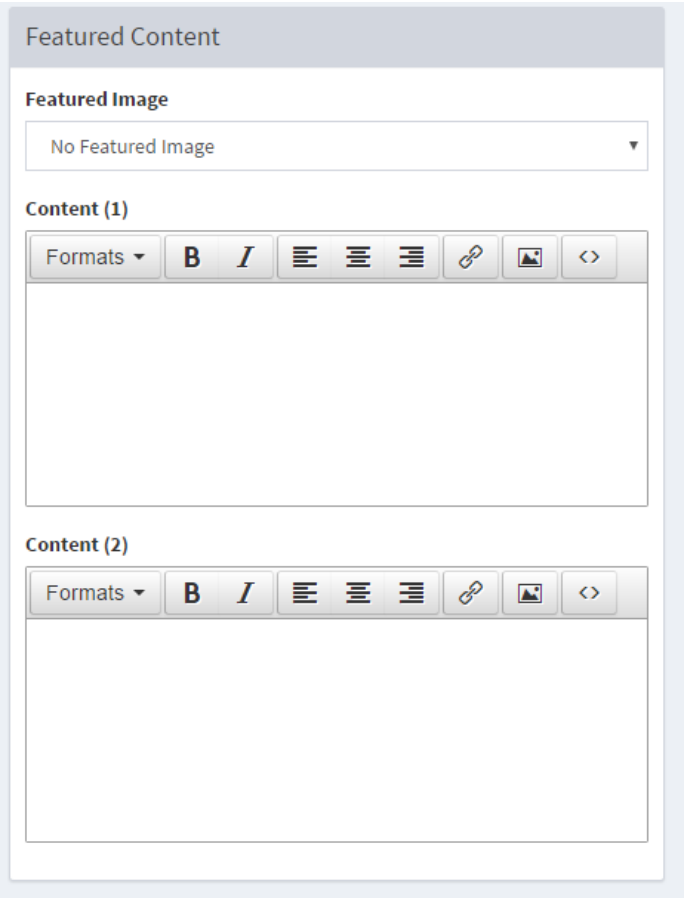


Security Description:

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. Pictured below is where the roles are managed in the menu. Roles are discussed in depth in the Roles section on page ***47****.*



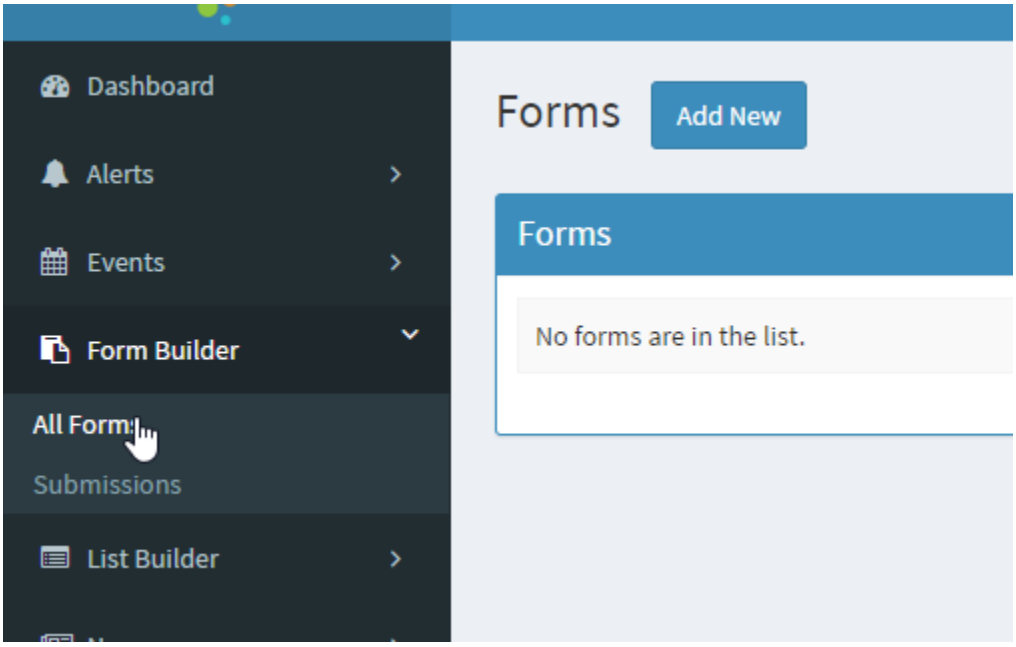
Optional Page Content: Featured Content



Featured Content Description:

Featured content is extra content that you want to be separated from the main content. This depends on the template of the page, though it will most likely display in a column that is to the right or left side of the main content.

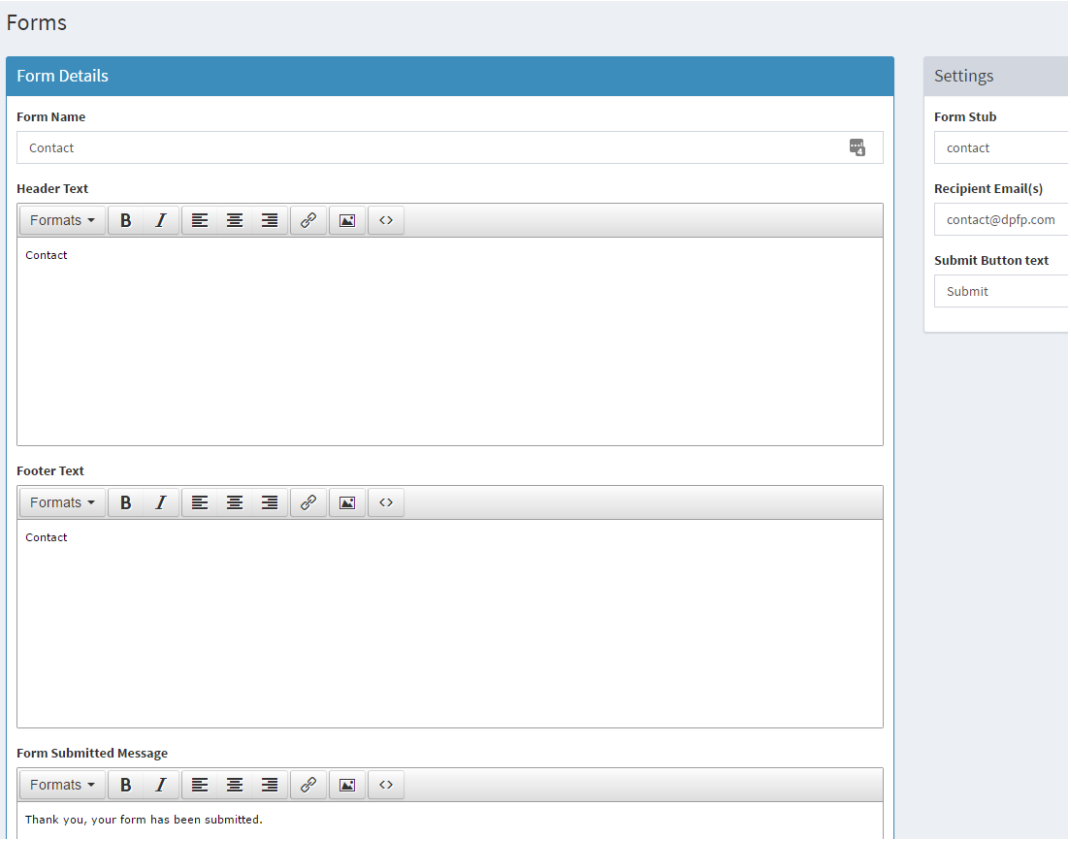
Form Builder



Form Builder Module Description:

Form Builder is where all online forms are managed for the site. By default, the forms will not be displayed anywhere until added as a plugin on a specified page. Forms are used to send user input/data to an email address, a database, or both. Form submissions can also be encrypted before being sent using a digital email certificate that is specified in the *Settings Module*.

Adding a Form ***Step-by-step***



Once on the **Forms** page, press the add new button, in the same way a new page would be added. Then follow these steps.

1. Enter the **Title** of the form. This will autofill the Form Stub with a hyphenated lowercase version of the title.

2. Add the **header** of the form. This is the text that displays before the header, prompting the user as to what kind of information they are filling in.

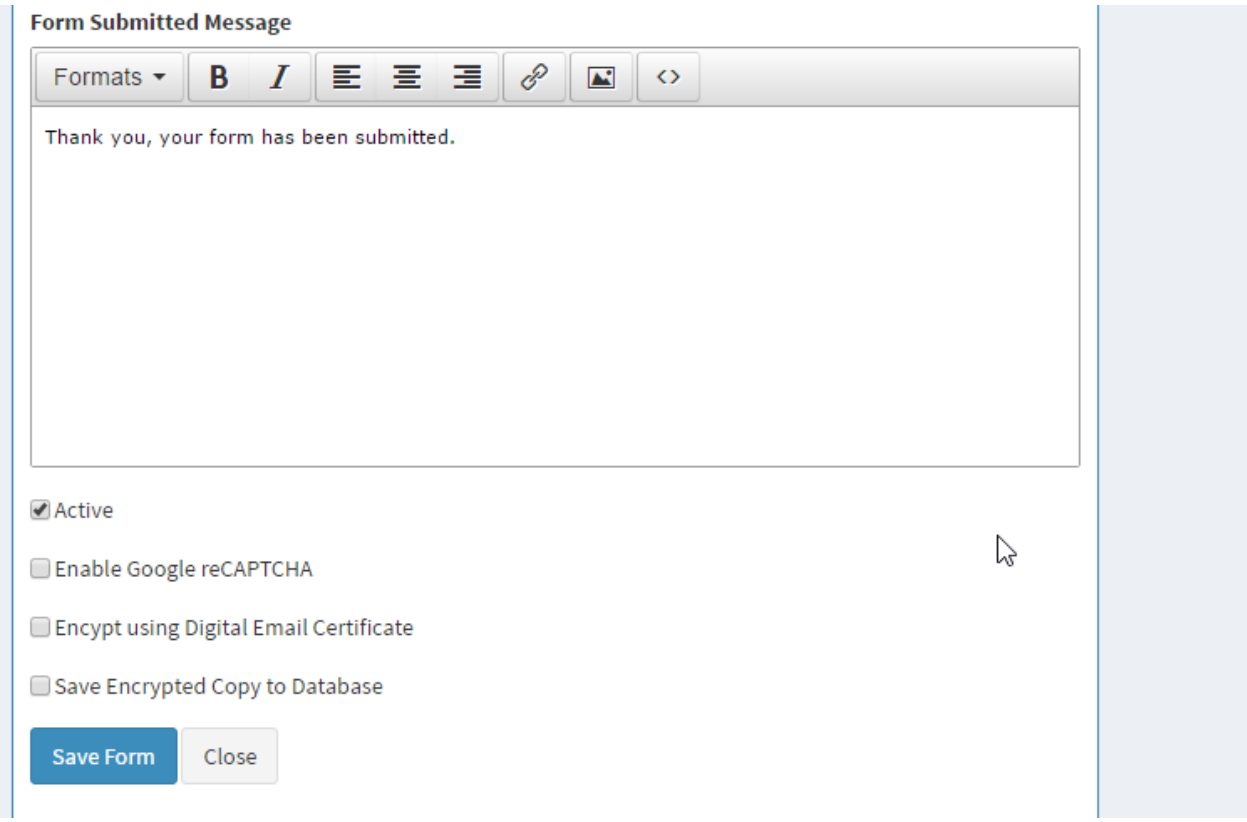
3. Add the **footer** of the form. This is an end message, such as a disclaimer to the form or an asterisk about information within the form.

4. Add the **recipient** of the form. This determines where the form information is going to, most likely an email address.

5. Add the text of the **submit** button. This is the display text on the submit button for the form.

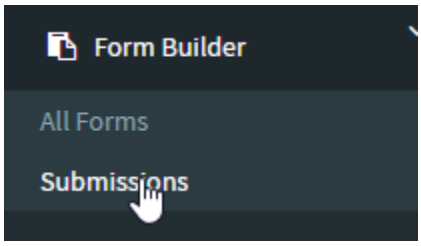
   NOTE: The Form Stub section is how the URL of the form is referenced. This is primarily used when a form is added to a page template, instead of a page's content. This field is auto-filled with an all lowercase version of the **Title.**

Adding a Form ***Step-by-step***



6. Add the **response** message after the forms have been submitted. This verifies that the user sent a form with a custom message and will display after a form is filled and submitted.

7. Check optional boxes
   - **Active:** Determines whether the current form is usable.
   - **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.*

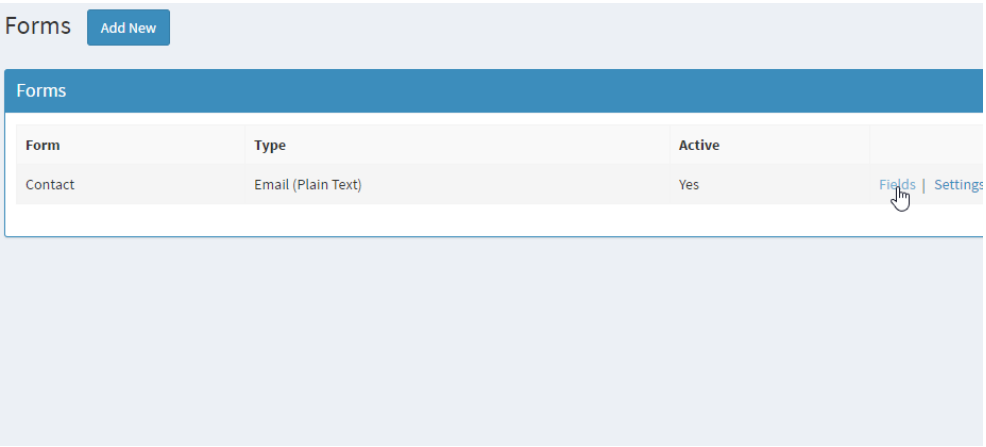


8. Save the form, and start adding sections to the form.

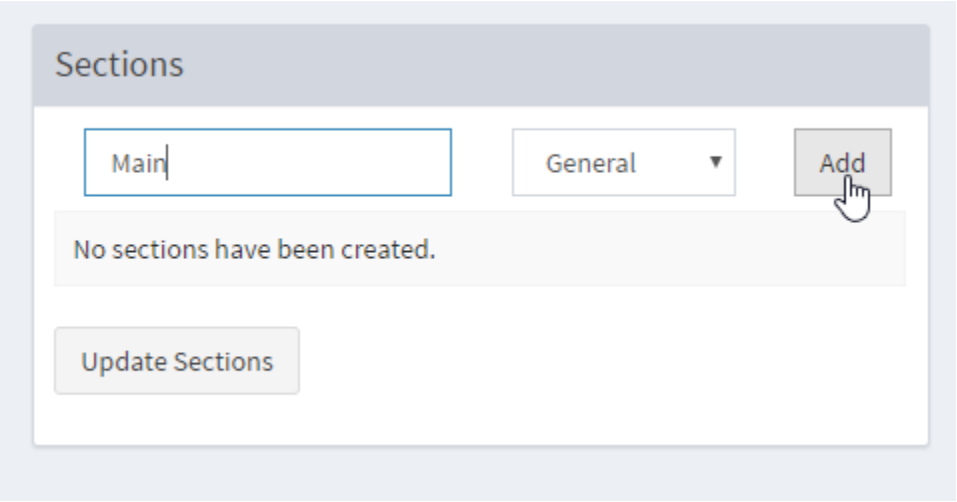
Adding a Form ***Step-by-step*** (Sections)

After following the steps on pages **23 - 25**, you should be back at the All Forms management page. (It would say add new at the top)

To add fields to your forms, follow these steps. Fields are a variety of things, and can range from the person's age, to their name, to any information that is required for the form.



1. Press the Fields link on the right side of the form you want to add a section for. **NOTE:** To add a field, you must first add a Section within the form.

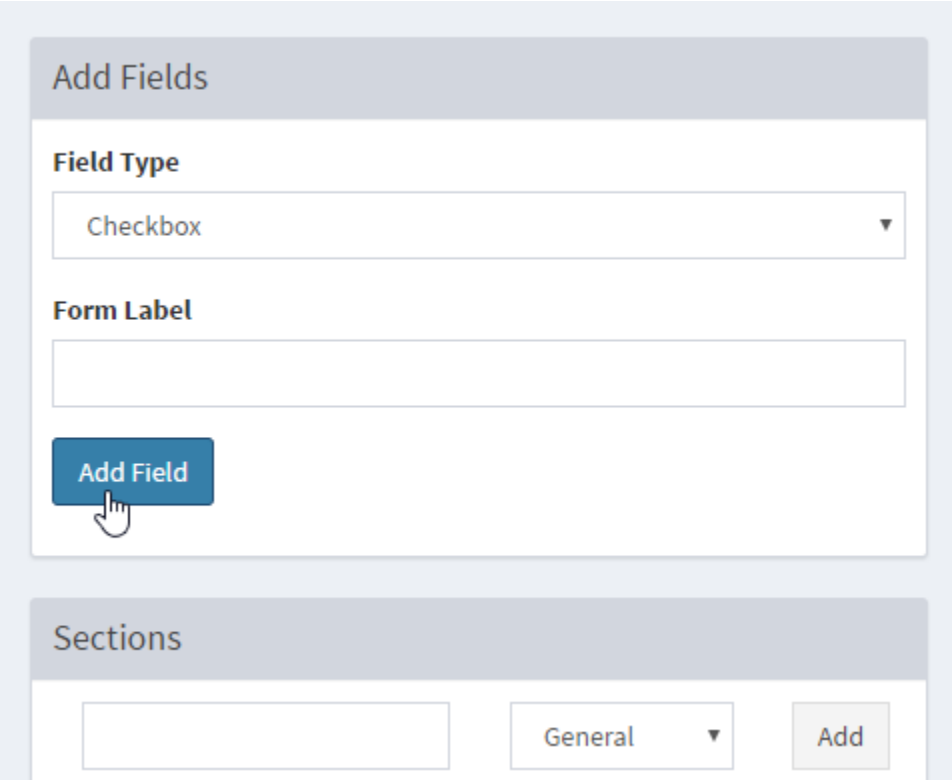


2. Once in the **Sections & Settings** area of forms management, you will see a box on the right side of the screen that reads Sections. Enter the name of the section and press **add.** The General dropdown list is the area of the form where the section will be added. Currently this dropdown only contains the General area.

3. This will add the section to your form. From here you can go directly to the **Manage Fields** section to edit the input data, or navigate using the instructions on the next page.

Adding a Form ***Step-by-step*** (Fields)

Once a Section has been added to a form, start adding fields. Fields are a variety of things, and can range from the person's age, to their name, to any information that is required for the form.



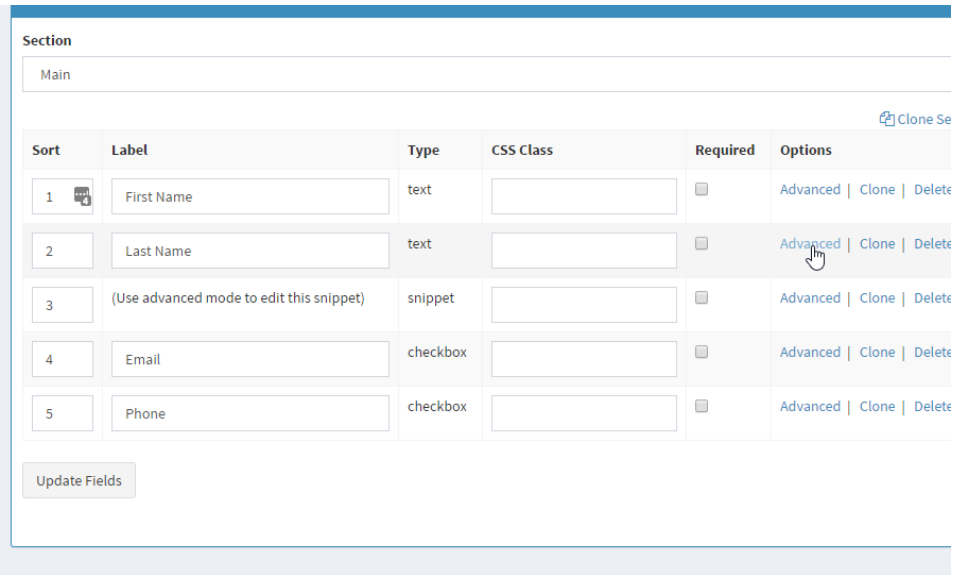
4. Choose the **Field Type** that will be added to the form. For example, a Text Field would be selected for anything that is free text related, like a name.

5. Enter the label of the input (First Name, Last Name). This will be the display that the user will see when going through the form.

   NOTE: To add a field, you must first have a section within the form.

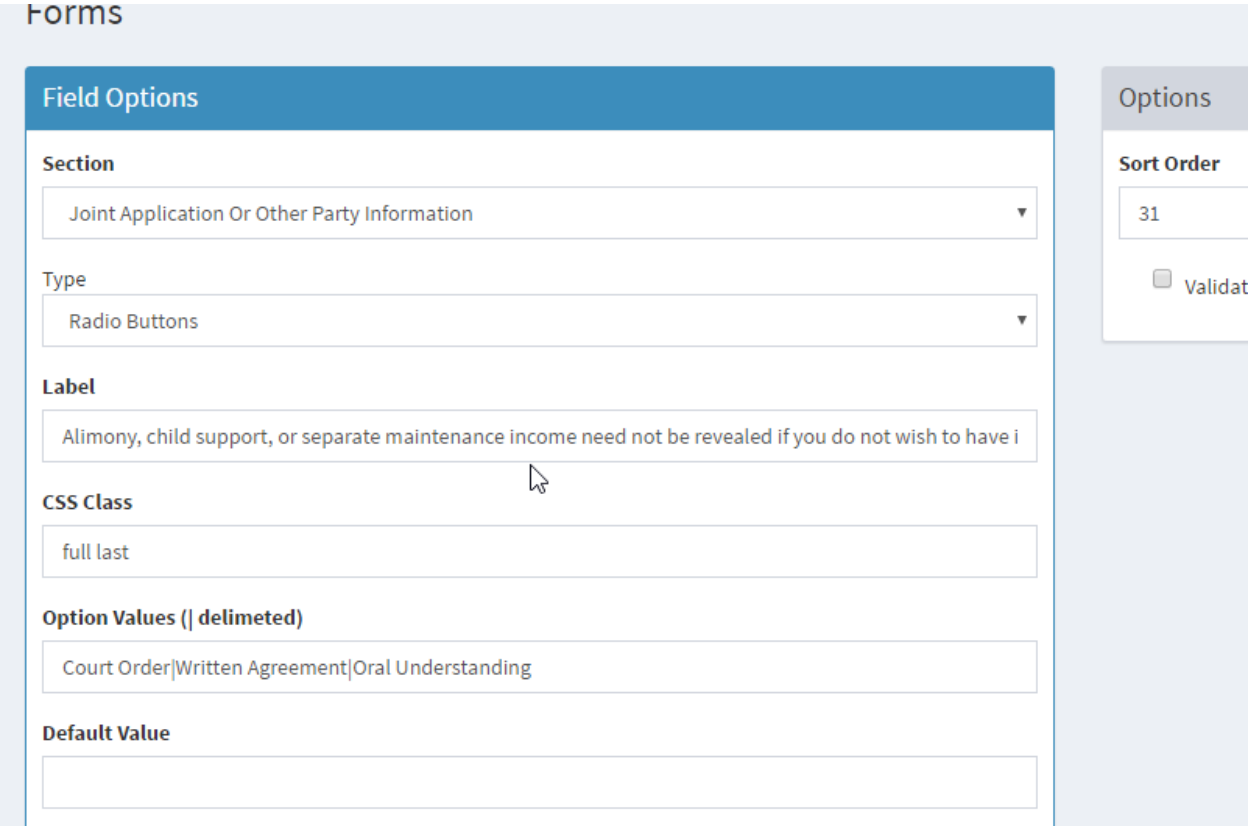
6. Add the field with the 'Add Field' button.

Adding a Form ***Step-by-step*** (Advanced Fields)

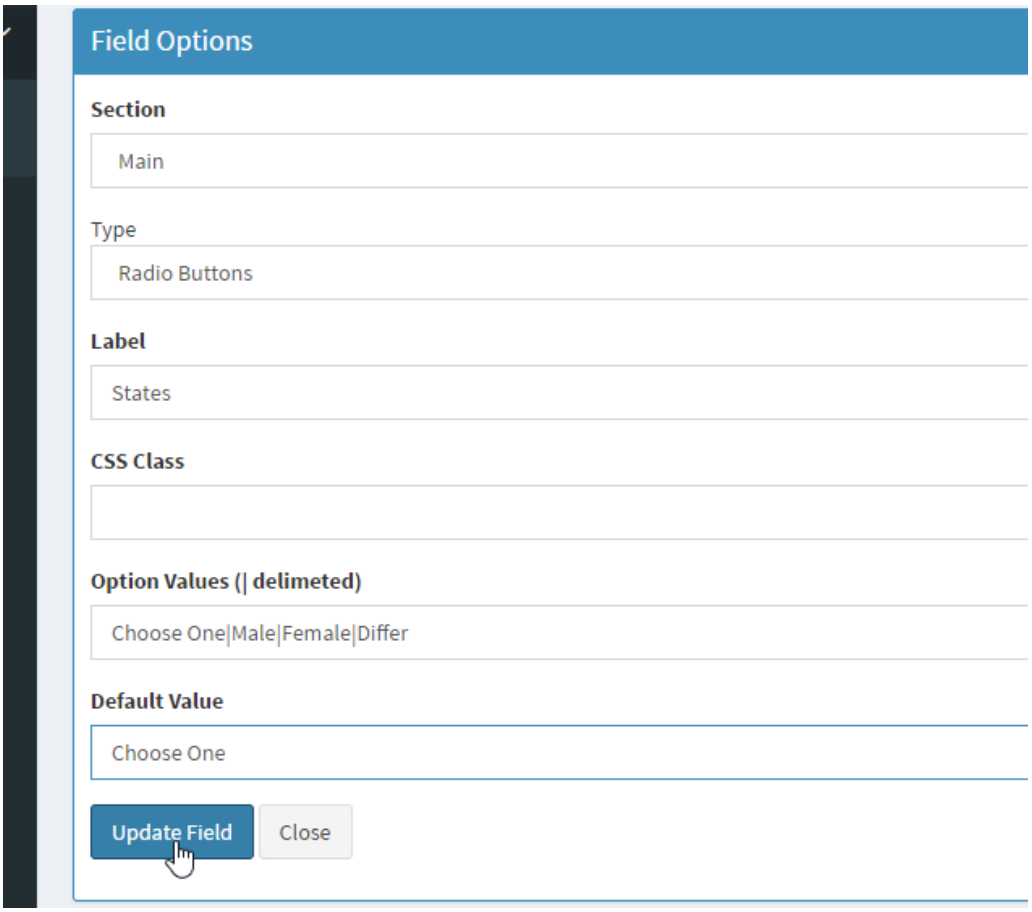


To edit the contents of say, a **Dropdown List**, or a **Text Snippet** text field press the "Advanced" link next to the field within the form section.

Here is an example of the advanced section for **Radio Buttons.** A continued explanation of each field can be found on the next page.



Adding a Form ***Step-by-step*** (Advanced Fields)



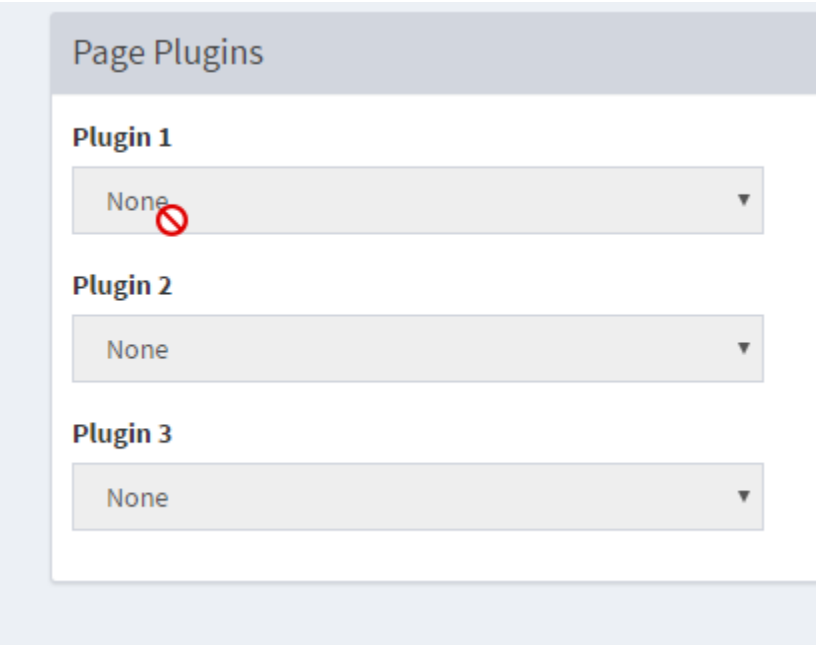
- **Label:** Label is simply what will appear before the radio buttons within the page.
- **CSS Class:** This is how the list will be styled, and for the more tech savvy it is the class that will be used to style the form field. Fields can have multiple classes. Separate classes with spaces like shown above with full and last. Classes are indexed on the last page.

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

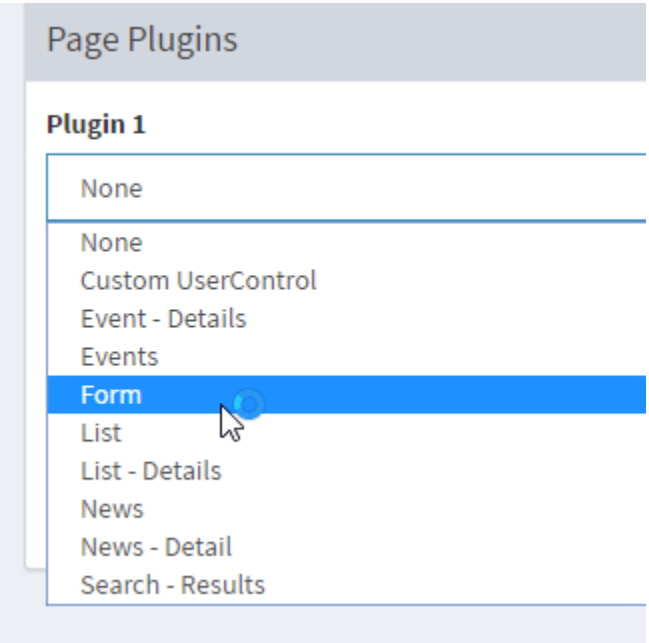
- **Option Values:** These are the different radio buttons that can be clicked on, and should be separated with the | character. This is just above the enter button on most keyboards on the shifted backslash key.
- **Default Value:** This is for a field that has a preselected field. When the form loads, if there is a default value then that option value will be the checked value.

Adding a Form ***Step-by-step*** (Add to Page)

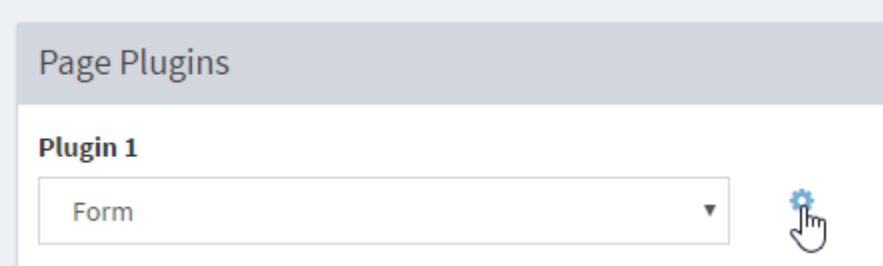
To add a Form to the site, first a page must exist to house the form (See Add a Page on **16**). Once the web page is added and ready, edit the page and go to the panel labeled Plugins and select Form.



NOTE: Plugins can only be added once the web page is created.

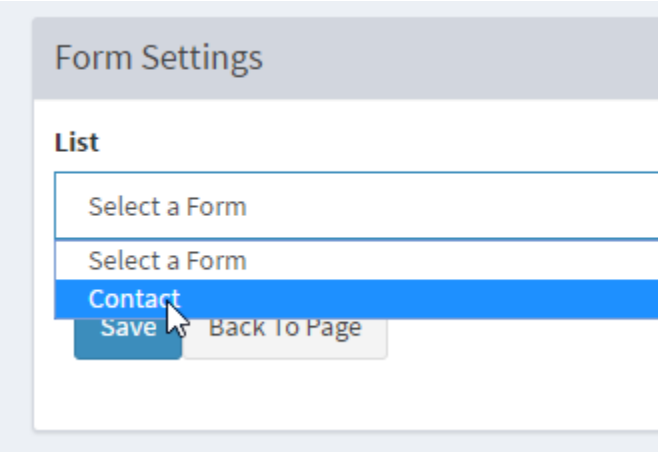


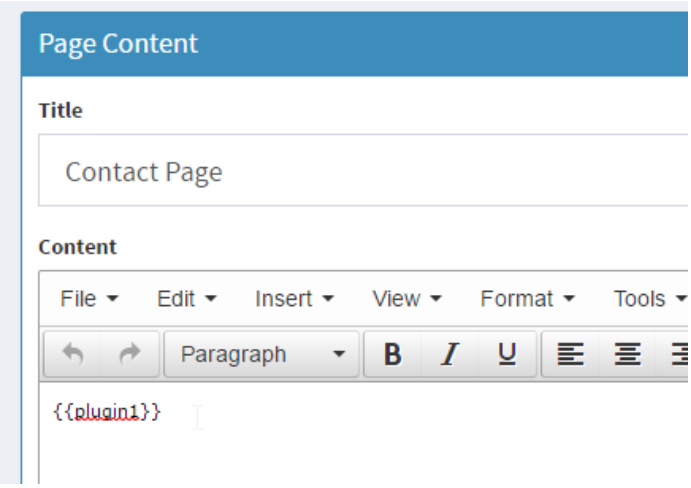
Adding a Form ***Step-by-step*** (Add to Page)



Once the form dropdown is selected, press the cog next to the plugin and do the following;

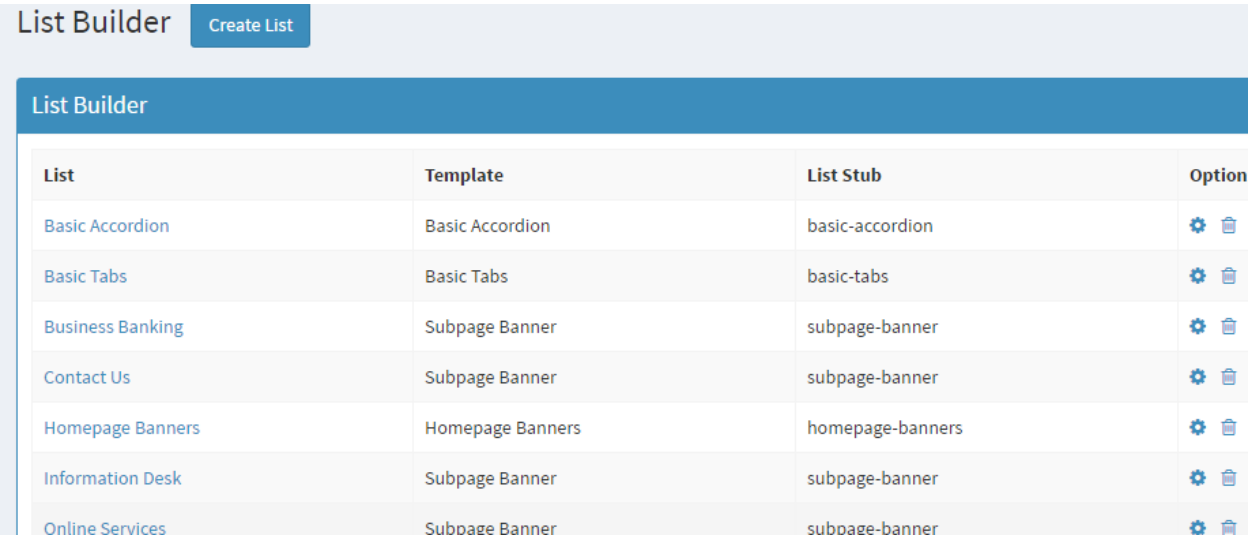
1. Select your form you just created from the dropdown list.
2. Add {{plugin1}} (or {{plugin2}}/{{plugin3}}) to the content area.





The form has now been added to the page.

List Builder



List Builder Module Description:

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

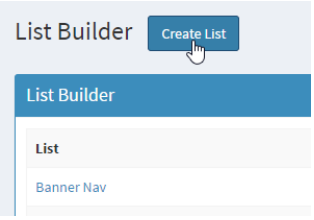
List builder is good for repeating data that is either large, or changing often. Once a list's display is structured, items can be added easily without having to worry about formatting.

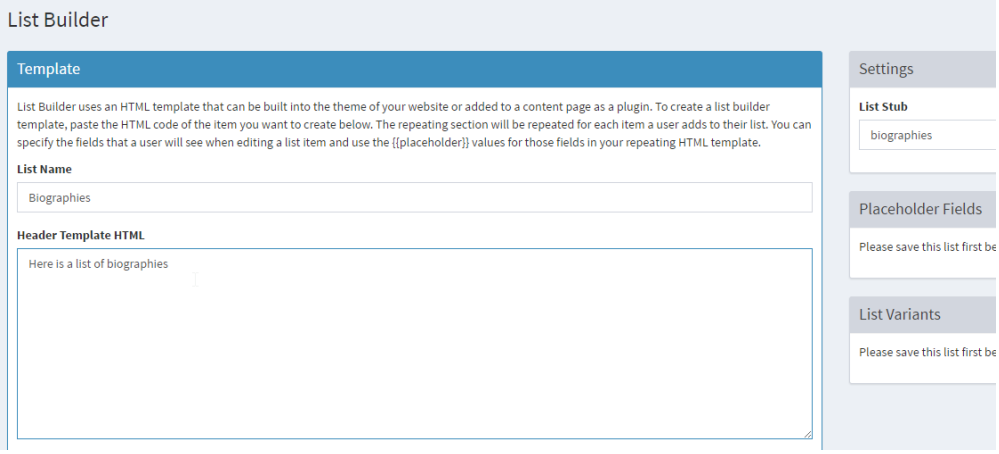
Creating A List

Adding a list first requires the list structure to be built.

On the next page, we will be discussing in depth how to create and structure a list

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.

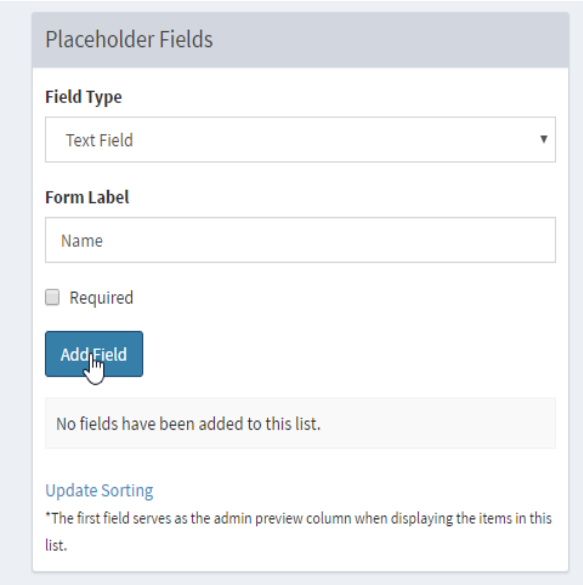
5. Press “Save List” at the bottom of the page. Don’t worry about other fields, they will be changed after the list is saved.

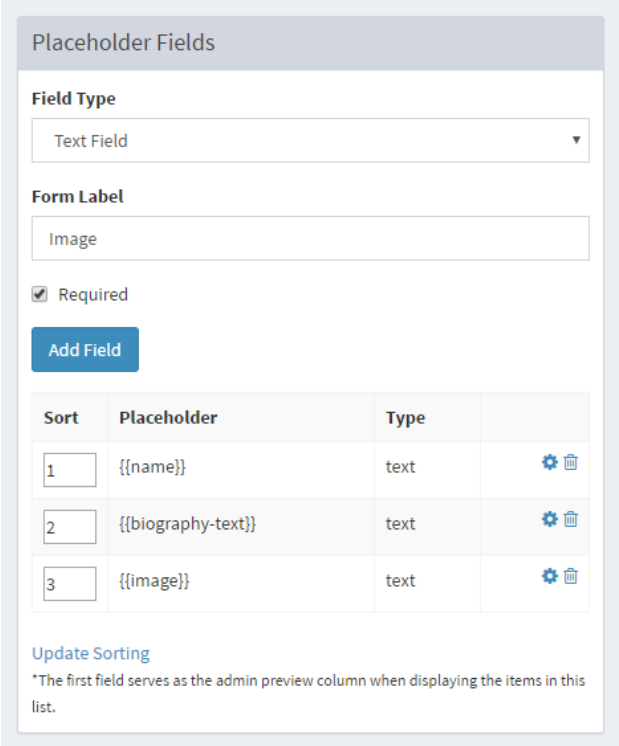
   *The sections labeled “List Details Template HTML” and “Details Page” are discussed further in the guide on page **39.***

Creating a List ***Step-by-step*** (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.

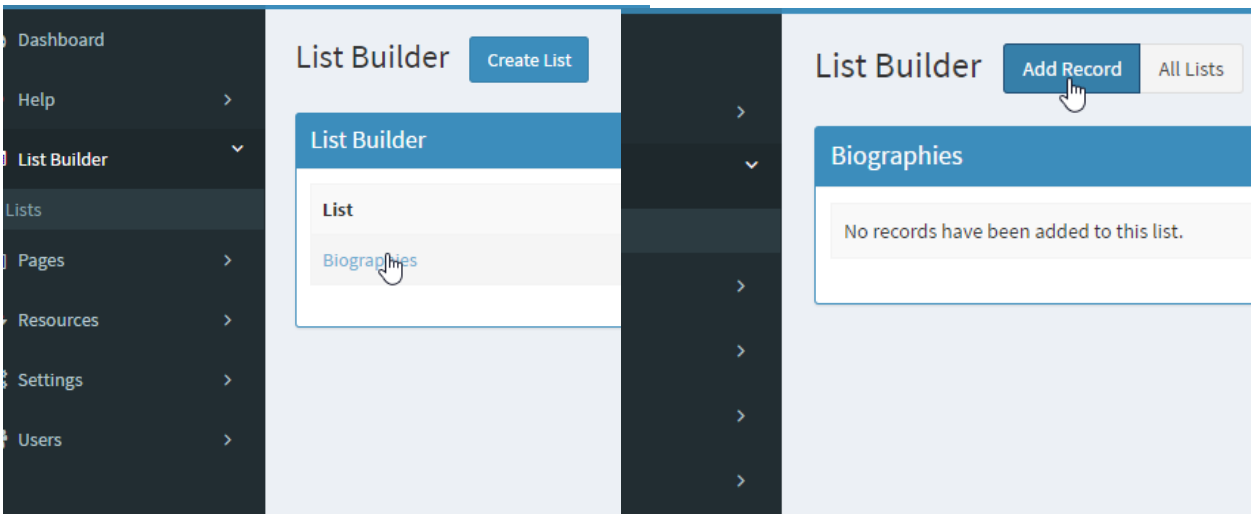
List Item Template HTML (Repeating)

```
<h2>{{name}}</h2>
<p>{{biography-text}}</p>
<img src="{{image}}" alt="Picture of {{name}}">
```

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

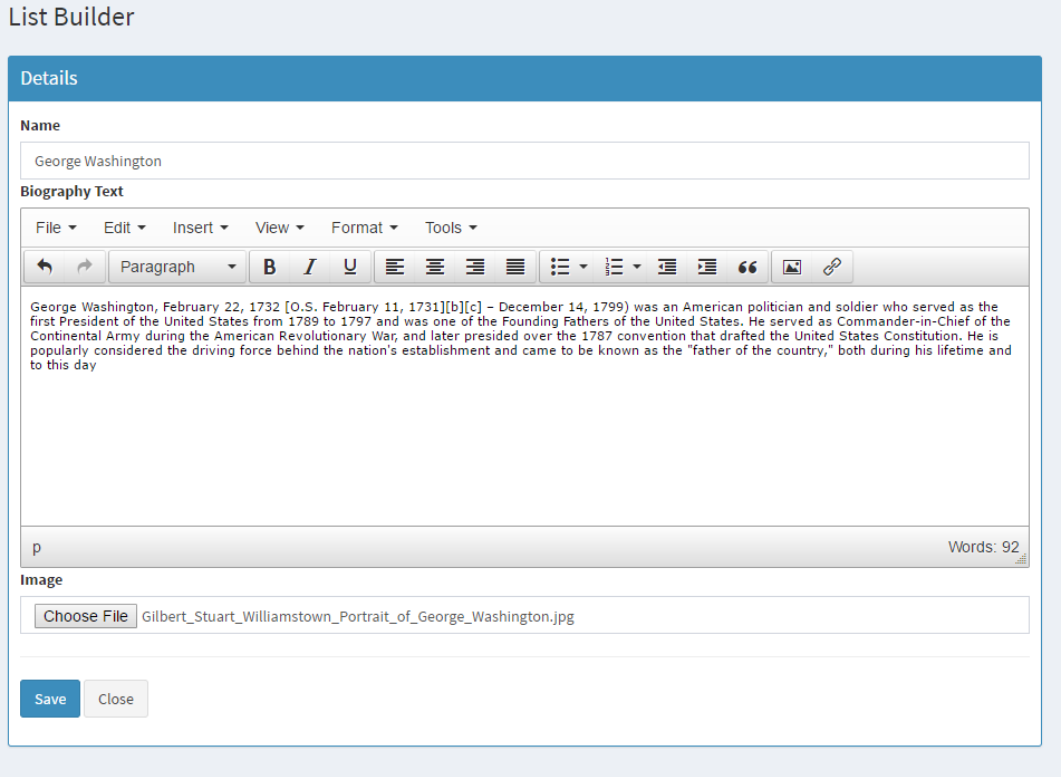
If you followed the steps from the previous section, the list is now structured, and ready for items to be added to it.

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.



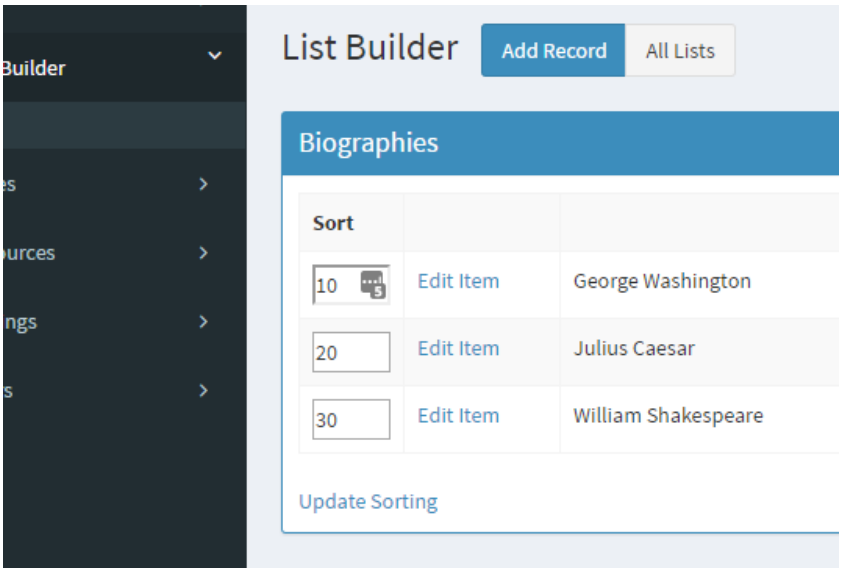
8. Once you've pressed the "Add Record" button (pictured above and to the right) a display will show for Placeholder Fields that were specified earlier. These fields will be formatted based on the type of input they were declared as.
   (Text, Text Area, and Image in this case.)

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

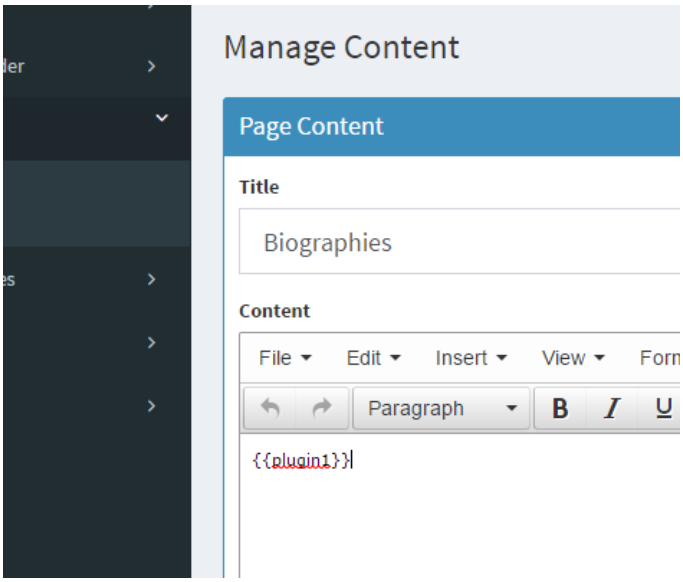


9. Press “Save” to save the item, and continue adding items to the list with the “Add Record” button.

   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.)



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

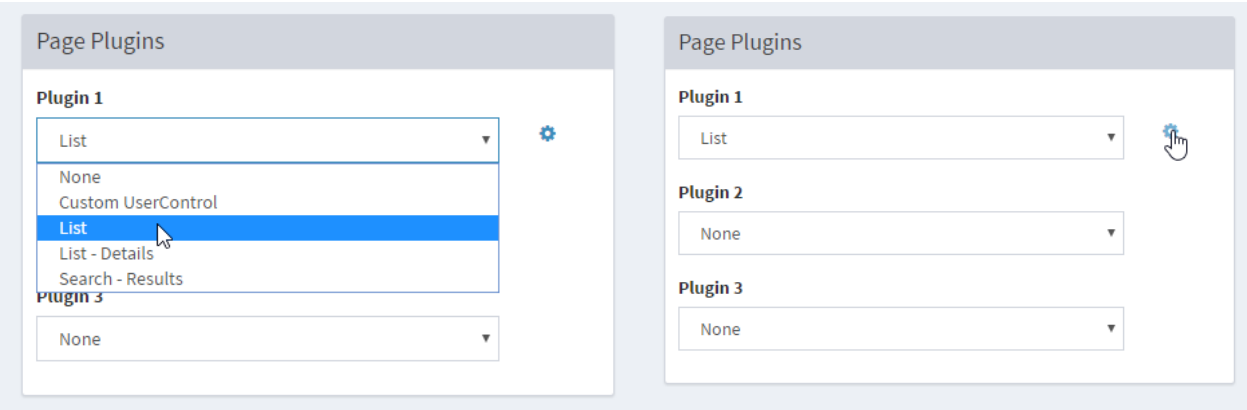


10. Once the list has been structured, and populated, go to the page that will display the list. *(See the create webpage section on page **16** for more details on creating a page.)*

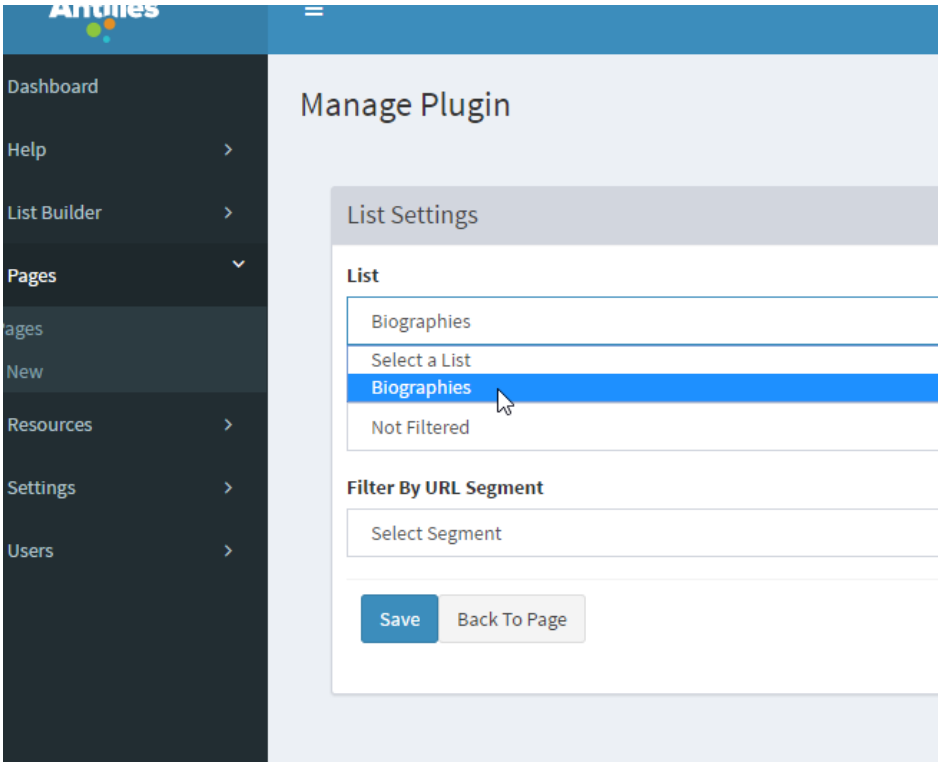
11. Add {{plugin1}} to the content Panel, exactly as it is written here and shown above.

    The page will replace any instance of {{plugin1}} with the appropriate plugin list for the page when the page is loaded by the user

12. In the bottom, lower right Page Plugin panel, select list from the dropdown list.



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



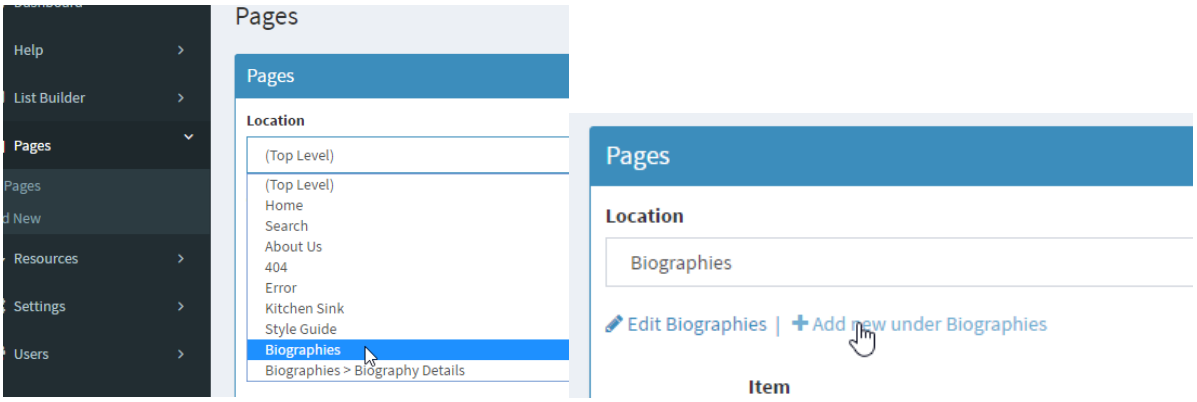
13. On the list plugin page, select your list from the dropdown menu and press “Save”.

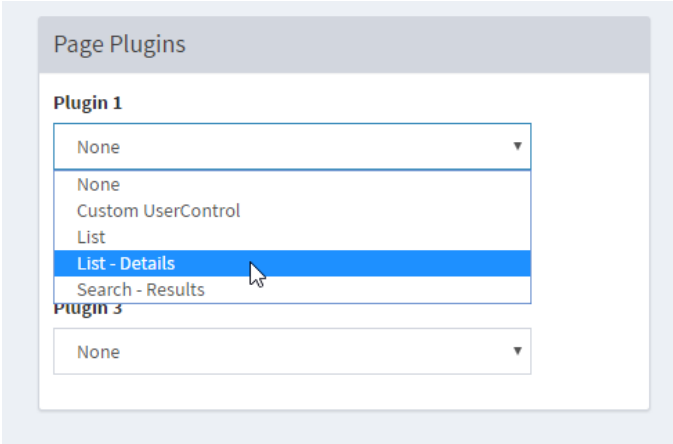
The list of Biographies should now display on the page.

Creating a List ***Step-by-step*** (Adding a Details Page)

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

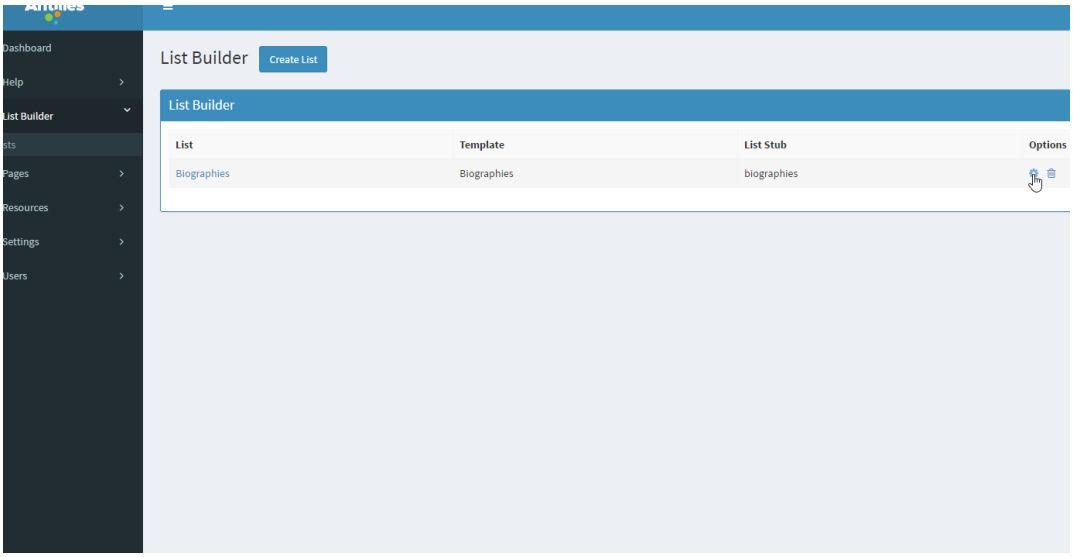
This is where the “List Details” item is used, which will redirect the user to the page, to individual items. (A single page for George Washington, in the example above.)





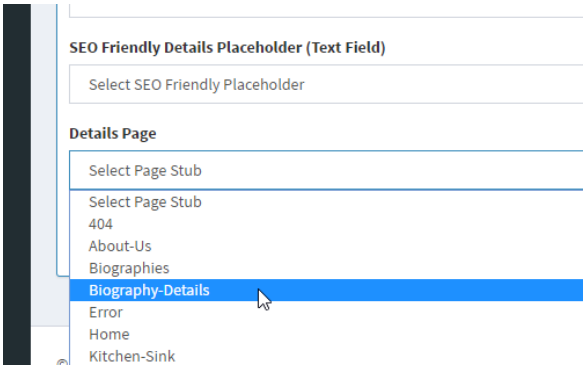
1. Before returning to list builder, create another page underneath Biographies titled Biography details and add the plugin labeled “List – Details” to the page.

Creating a List ***Step-by-step*** (Adding a Details Page)

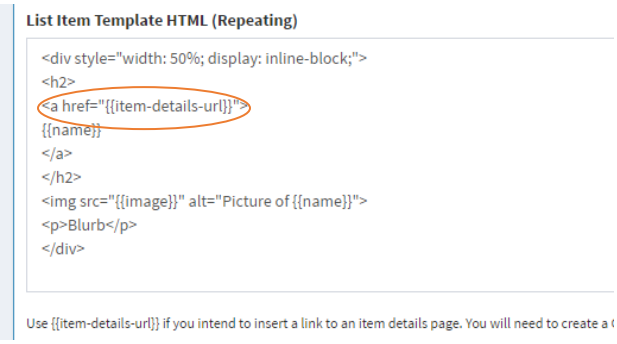


2. Once the List – Details plugin has been added, return to the list settings in list builder.

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.



Creating a List ***Step-by-step*** (Adding a Details Page)

List Details Template HTML

```
<h2>{{name}}</h2>
<p>{{biography-text}}</p>
<img src="{{image}}" alt="Picture of {{name}}">
```

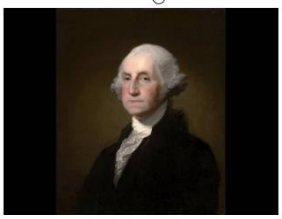
SEO Friendly Details Placeholder (Text Field)

Select SEO Friendly Placeholder

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

Figures through History

George Washington



Blurb

Julius Caesar

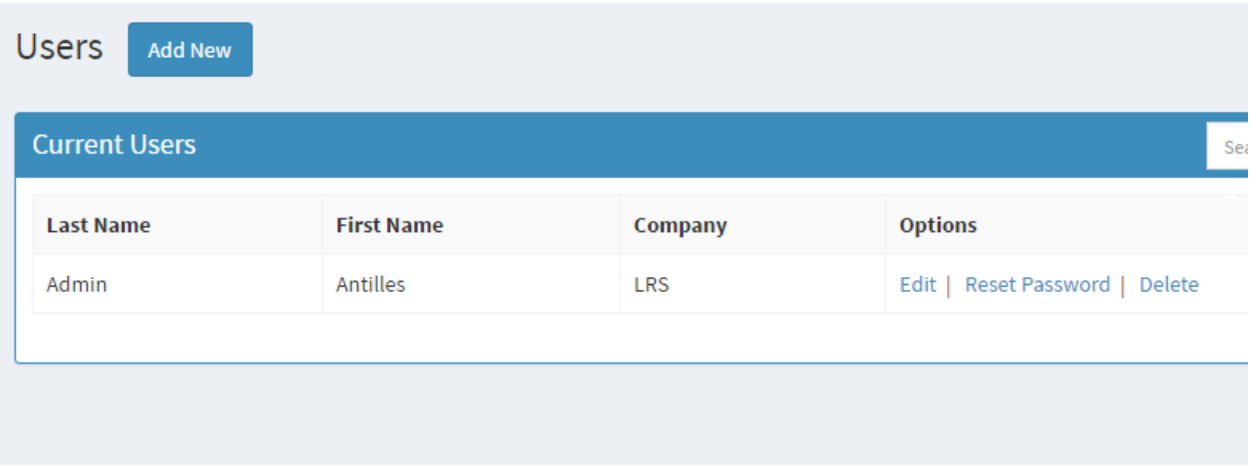
Biography Details

George Washington

George Washington, February 22, 1732 [O.S. February 11, 1731][b][c] – December 14, 1799) was an American politician and soldier who served as the first President of the United States from 1789 to 1797 and was one of the Founding Fathers of the United States. He served as Commander-in-Chief of the Continental Army during the American Revolutionary War, and later presided over the 1787 convention that drafted the United States Constitution. He is popularly considered the driving force behind the nation's establishment and came to be known as the "father of the country," both during his lifetime and to this day.

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.

Users



Users Module Description:

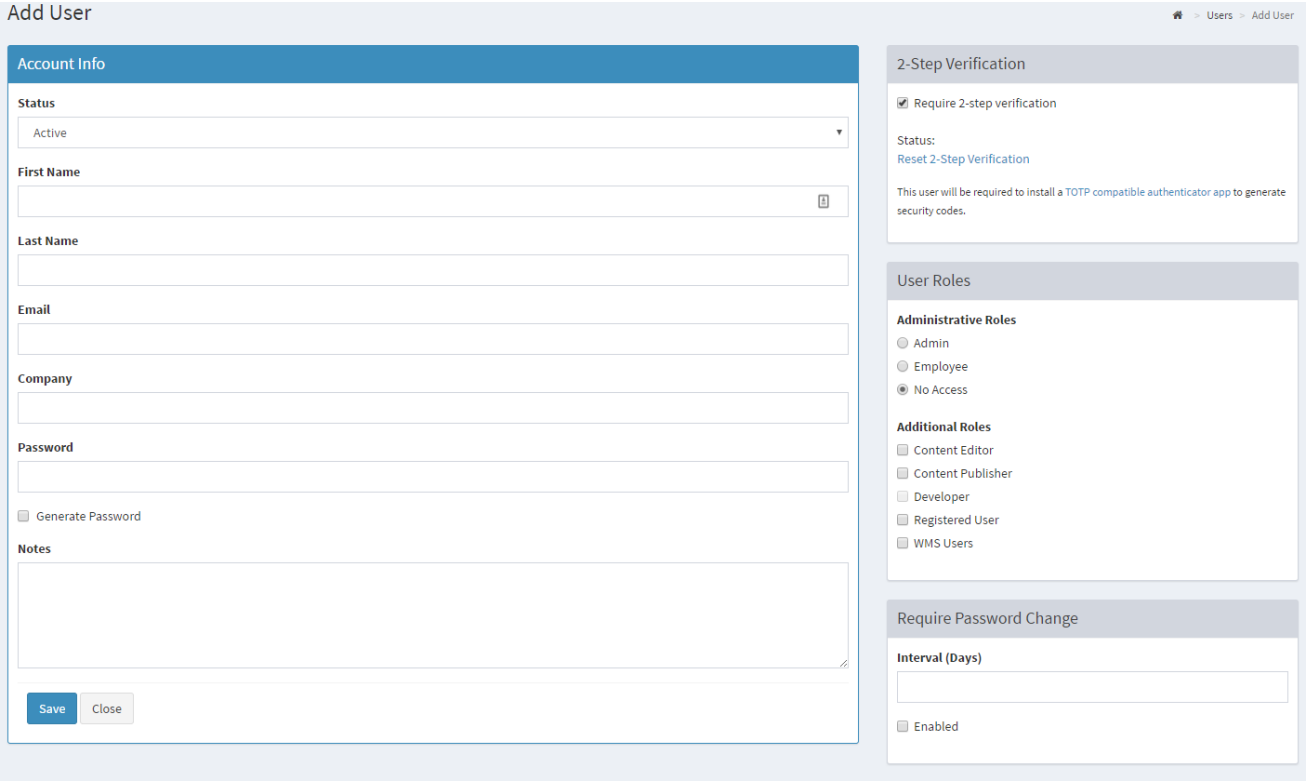
Users are the core of Antilles accessibility. Accessibility is on a page by page basis for the website, and a module basis for the administrative area of Antilles. Restricting access to web pages is done in the *Page Module*, while restricting access to Antilles Modules is done in the *User Module*.

Adding a User

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

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

Step-by-step: Adding a User



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

7. 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.

8. Specify Roles for the user. These are discussed in detail on page **47.**

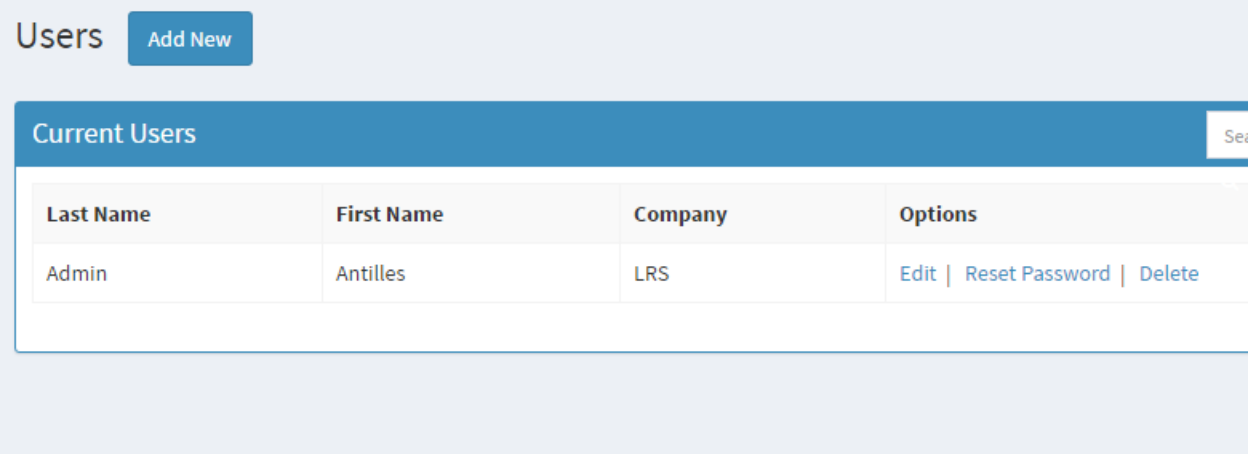
9. Decide if you want the user to be required to change their password within a set interval. This is a good practice for website security.

10. 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.

11. Specify if the user is to use 2-Step Verification. This is discussed in more detail on page **60**.

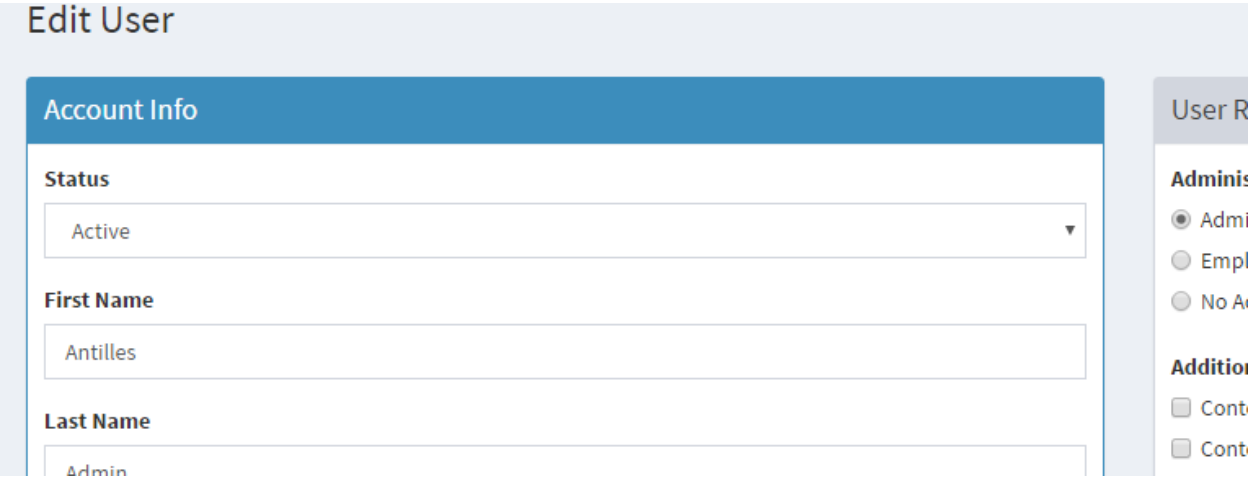
Editing a User



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

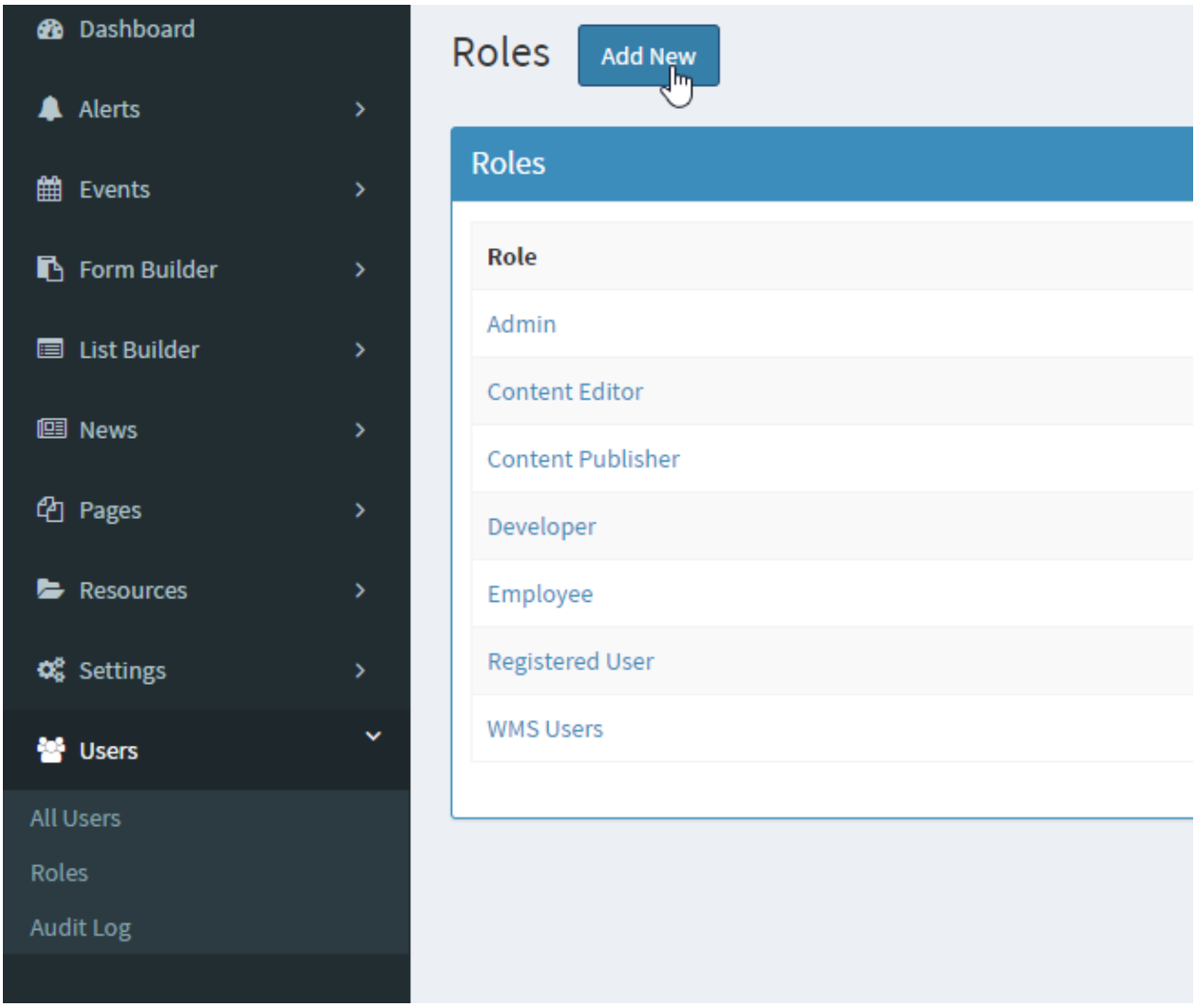
Once on this page, select the Edit button under the options column and change the desired fields.

> *The "Reset Password" button will send the user a new, randomly generated password.*



Once the fields have been changed, be sure to press the "Save" button at the bottom of the page.

User Roles

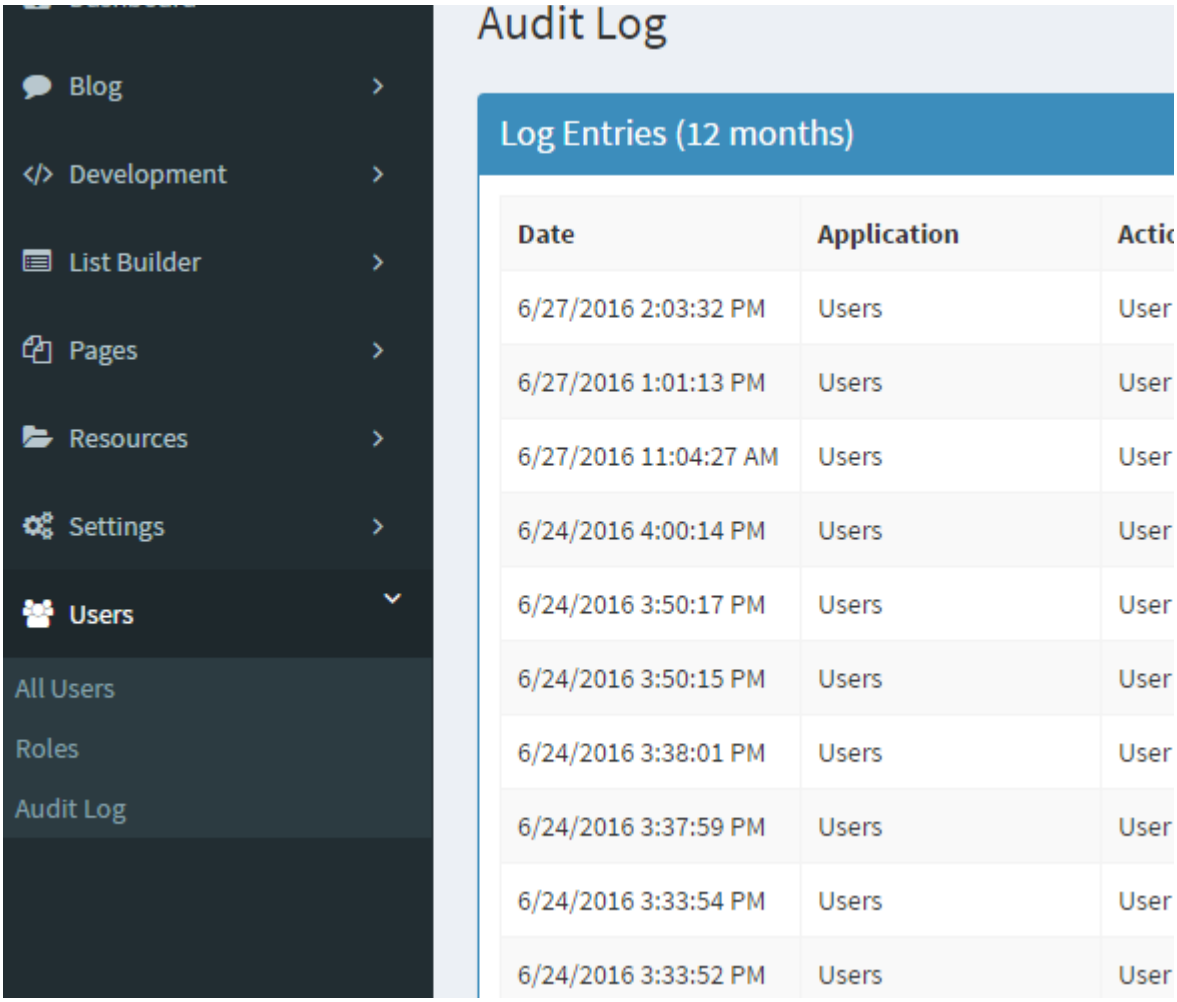


User roles determine a User's access to both webpages and administrative modules.

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 that 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 **16.**

Users Audit Log

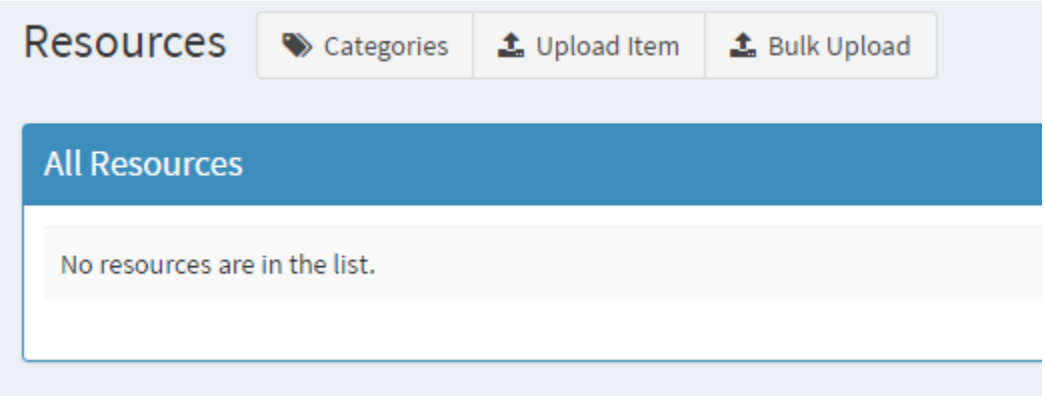


"The locksmith told him that locks are on doors only to keep honest people honest."

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 of logging information.

Resources



Resources Module Description:

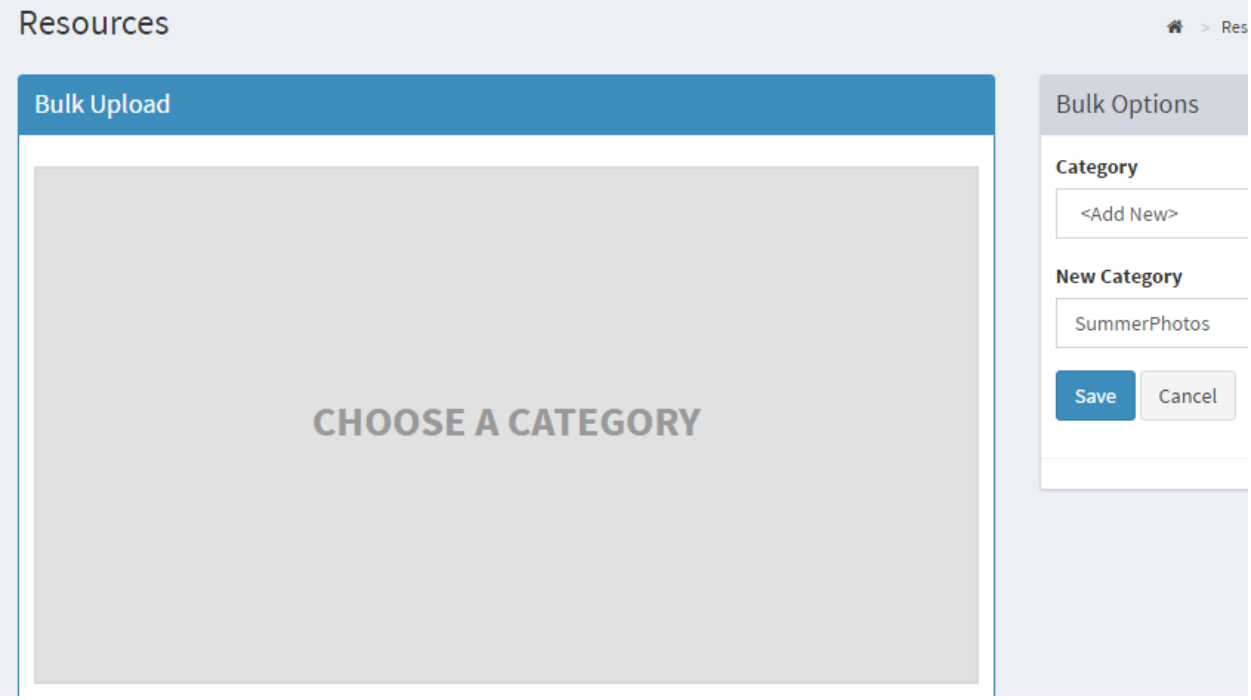
Resources is the module for all files to upload (Images, PDF, etc.). Any file type you want to display in your website goes here; whether it is for a download or to display in a page. Some file types aren't supported by some browsers however. A good reference to show what data types are supported by which browsers can be found below

https://en.wikipedia.org/wiki/Comparison_of_web_browsers#Image_format_support

Adding Resources

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

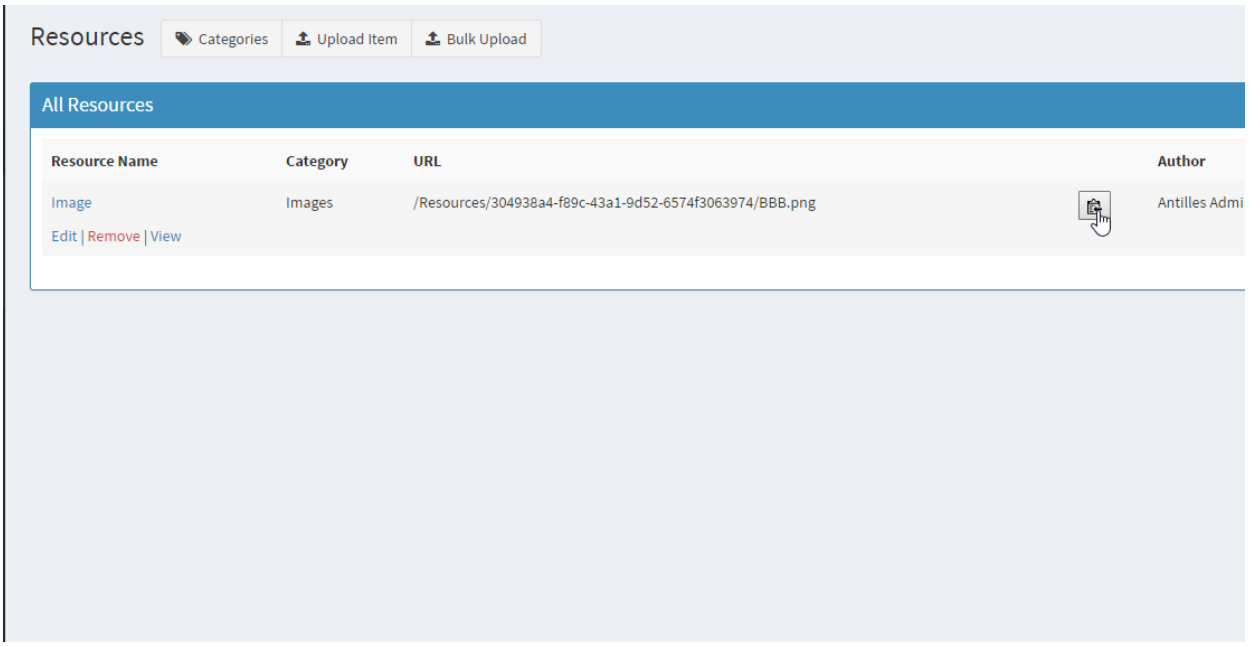
Adding Resources (Bulk Upload)



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.

To add a new category, select the “<Add New>” dropdown and press “Save”.

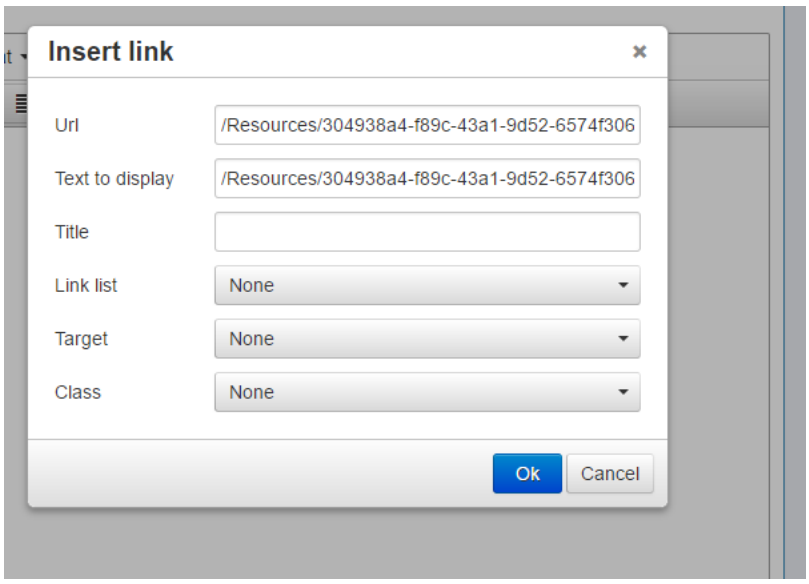
Adding Resources (Adding Resources to a Page)



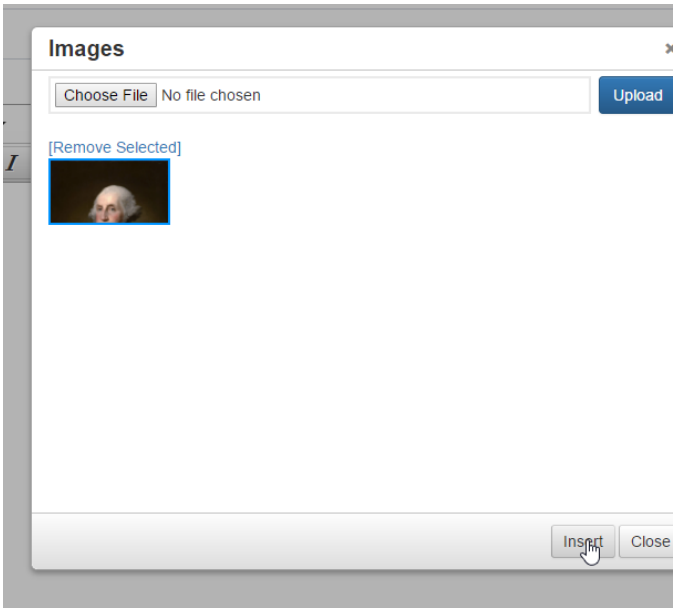
To add a resource to a page perform the following steps,

1. Press the "Copy to Clipboard" icon within the resources tab, shown above.

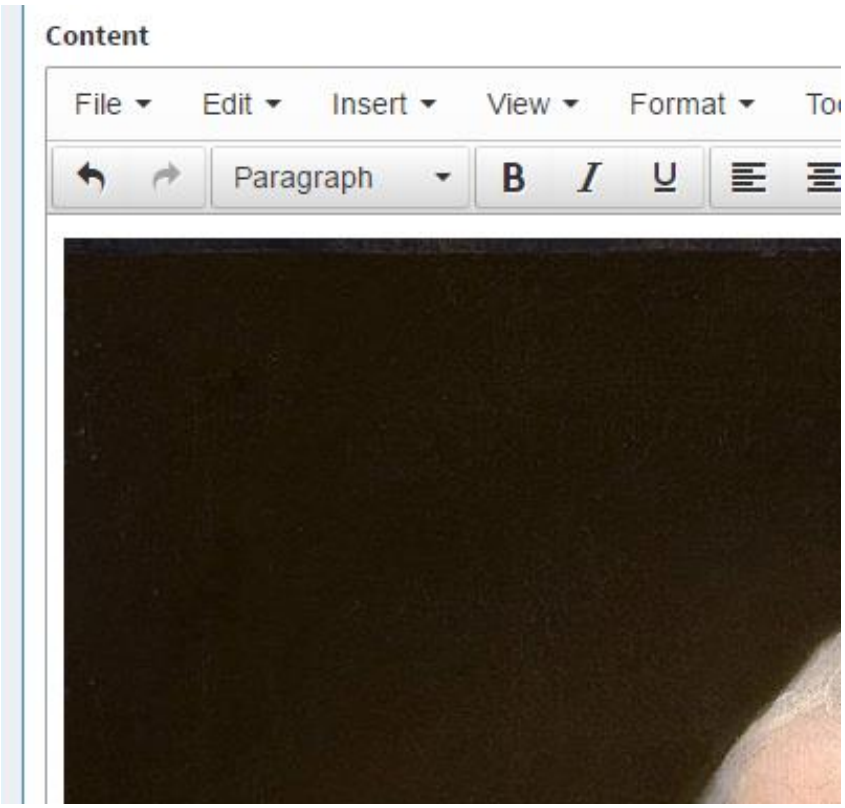
2. Once pressed, go to the page you would like to add the resource to. Once on the page, click the Link button at the top of the page, and paste the link into the Url text box. This is ideal for displaying links to PDF documents or Word Documents.



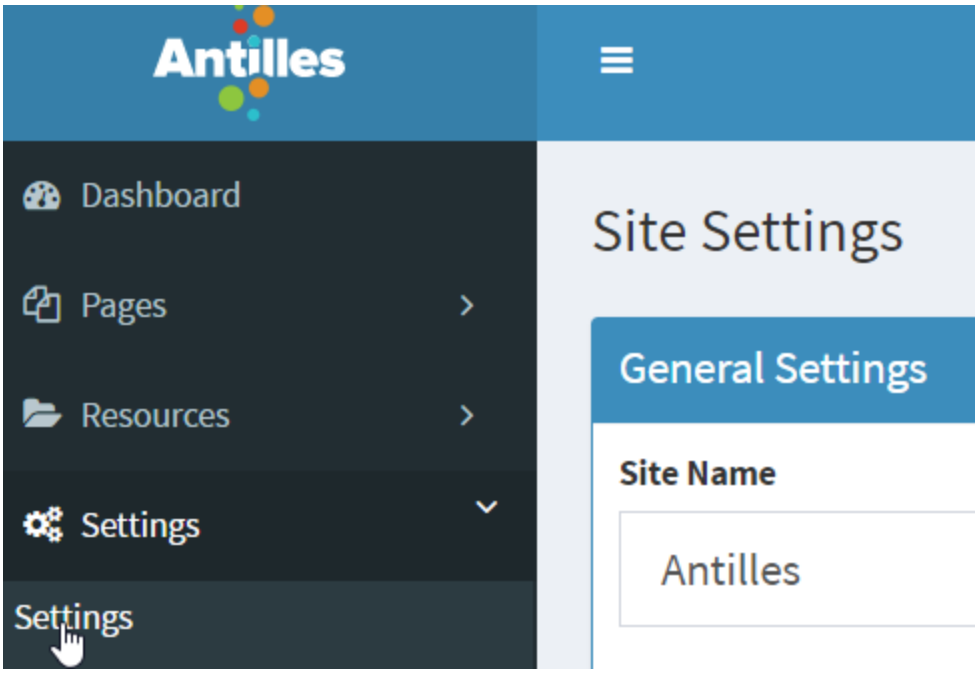
Adding Resources (Adding Resources to a Page)



3. Alternatively, you can add the resource as an image to the page by pressing the image icon and adding the resource as an image. It will display as an image instead of a URL



Settings

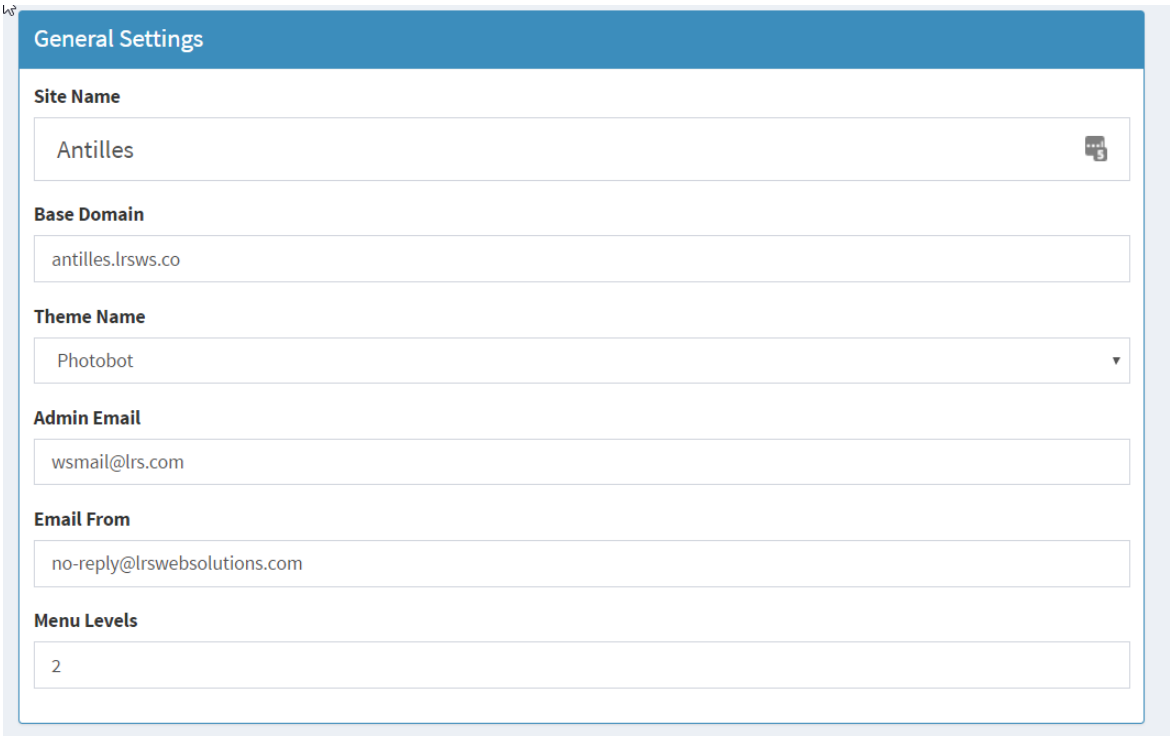


Settings Module Description:

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.

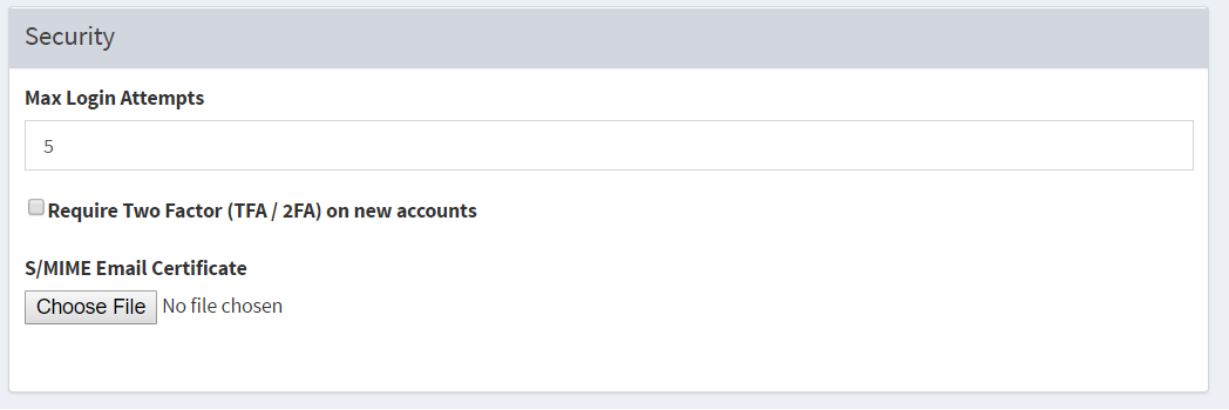
This module is different than other modules, so instead of a step-by-step we will go over the different panels within the settings area.

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 that your site will be located at (Note: You must own your domain name, have your DNS pointed correctly, and have your site hosted for this to work correctly.)
- **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.
- **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.
- **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.

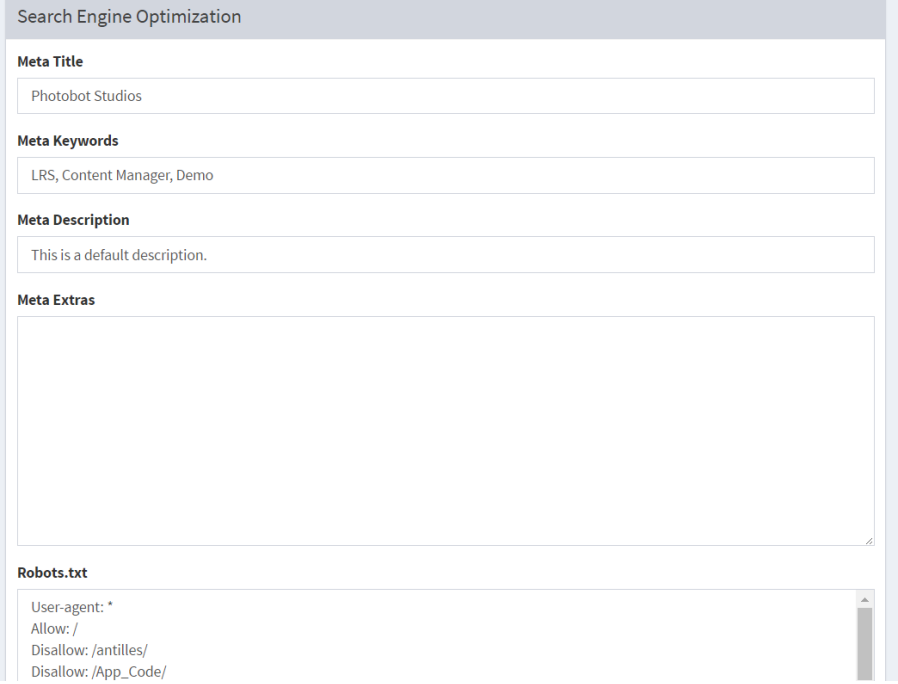
Security Settings



- **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.

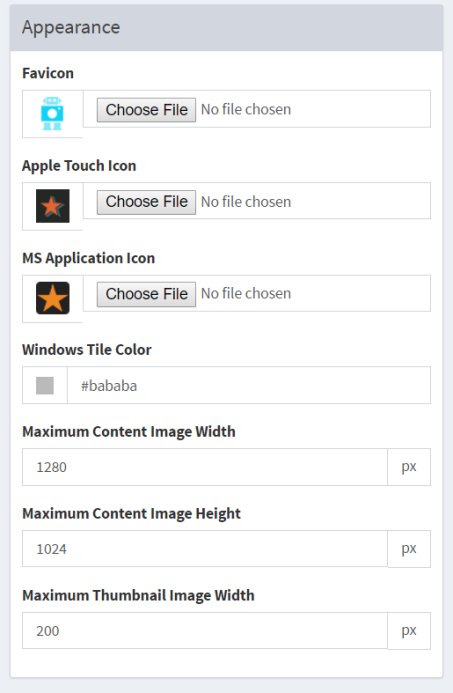
- **Require Two Factor (TFA / 2FA) on new accounts:** This will require users to set up two factor authentication for the site, and use an authenticator app on their smart phone to verify their identity.

SEO (Search Engine Optimization) Settings



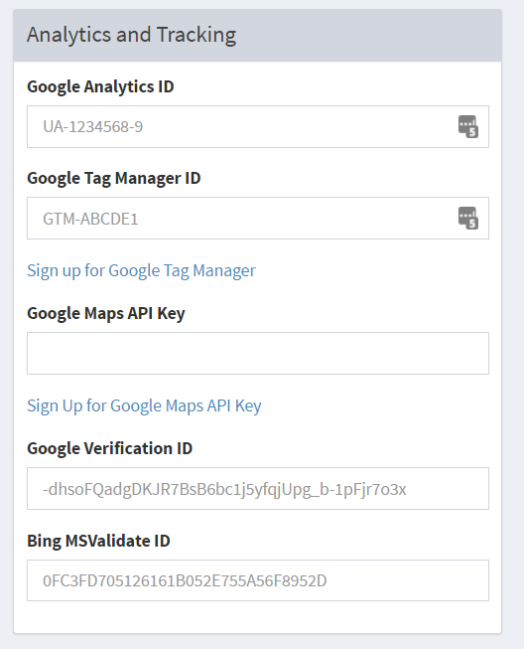
- **Meta Title:** This is the title that search engines will use when they index your site
- **Meta Keywords:** While mostly deprecated by search engines, these are the keywords search engines will use for your site
- **Meta Description:** This is the description search engines will use to find, and 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.

SEO (Search Engine Optimization) 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.)

Analytics Settings



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

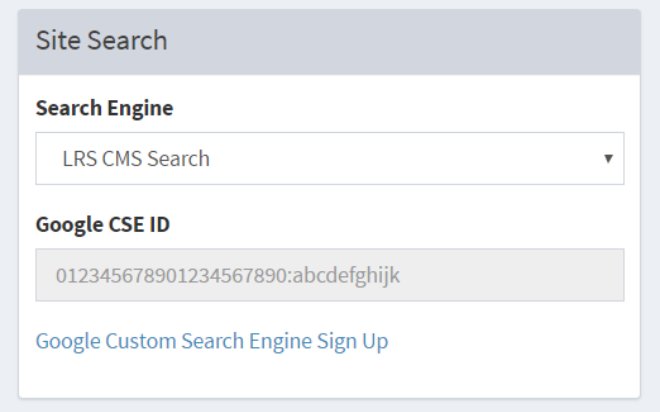
- **Google Tag Manager ID:** If you have a Google Tag Manager ID, this is where the ID will be entered. https://www.google.com/analytics/tag-manager/

- **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

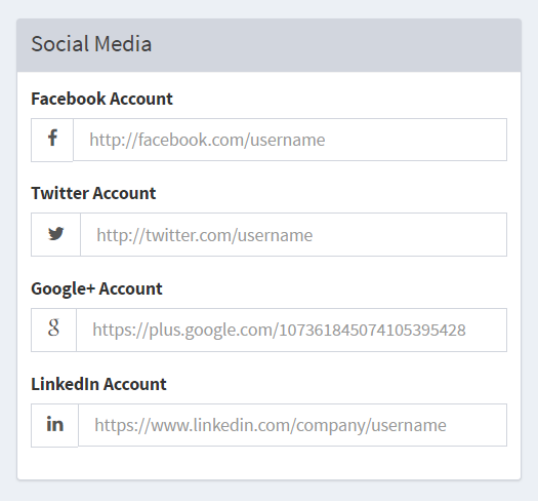
Site Search Settings



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 **25 and 34**.

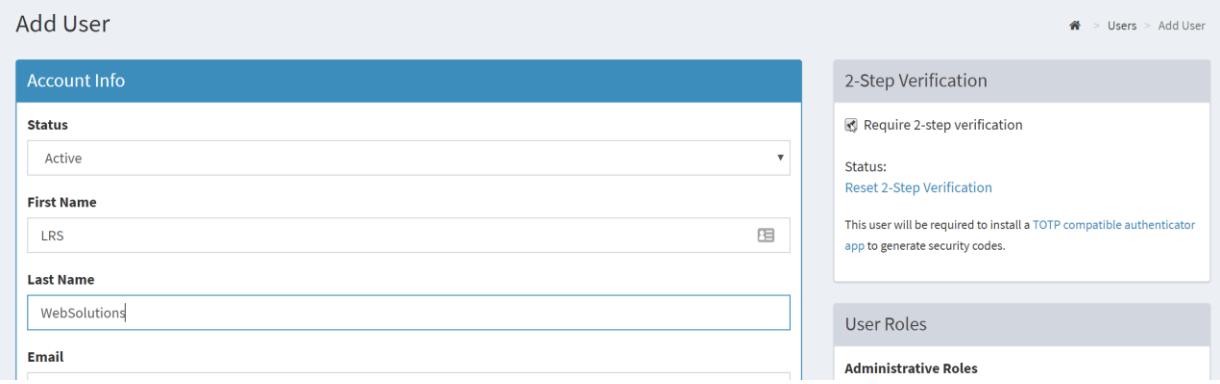
Social Media Settings



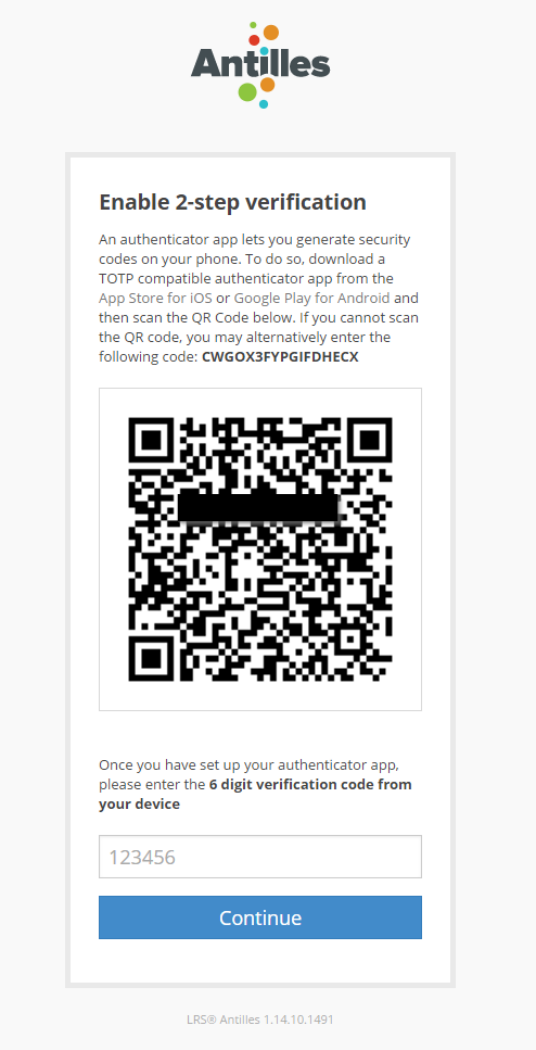
These links are straightforward. Include the links to your website's various social media accounts, and they will automatically be updated within the website.

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 17).

2-Step Verification



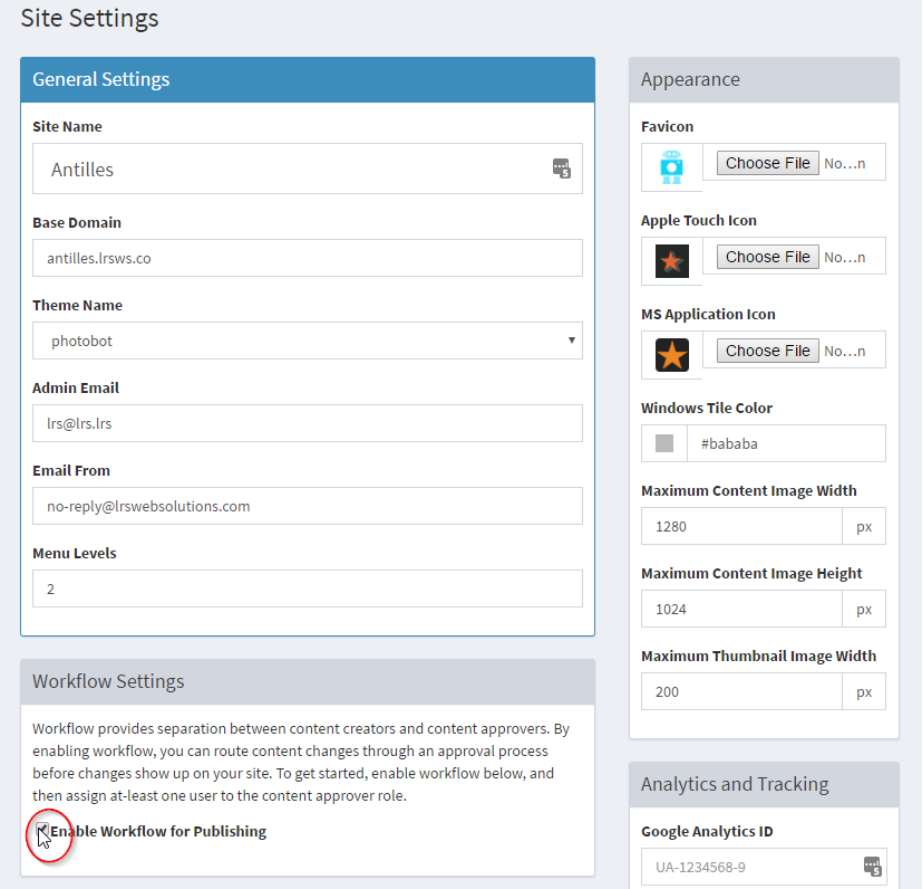
To add 2-Step Verification for an individual user, check the box within the panel labeled “2-Step Verification”. Once that box is checked, the user will be prompted to configure their 2-Step Verification once they login to their account in Antilles for the first time.



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.

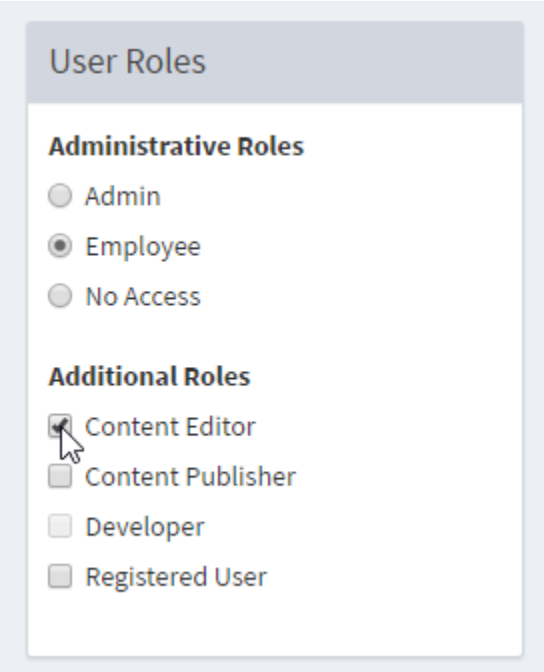
Once the 2-Step Verification is configured, the user will be prompted to enter a code from their device for all future login attempts.

Enabling Workflow

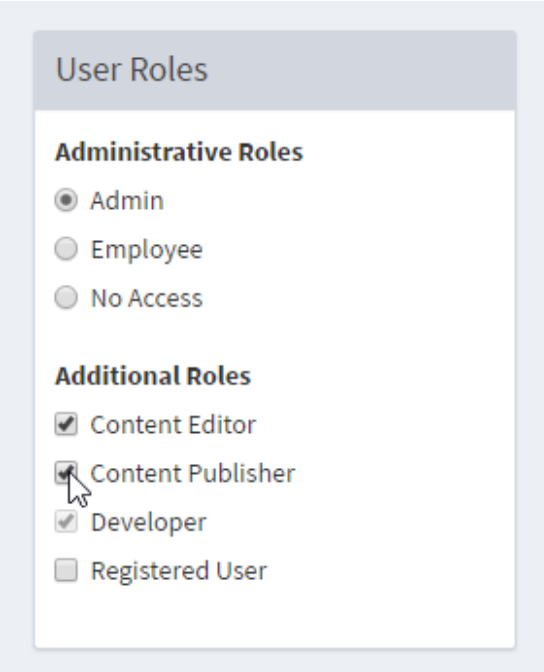


The first step for enabling workflow publishing is to mark it as active within the main settings module for Antilles. Once the box is checked, set the roles for the accounts that will be approving and editing content. Enabling workflow allows authorized users (marked with the content publisher role)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

Enabling Workflow (Continued)



Content Editor

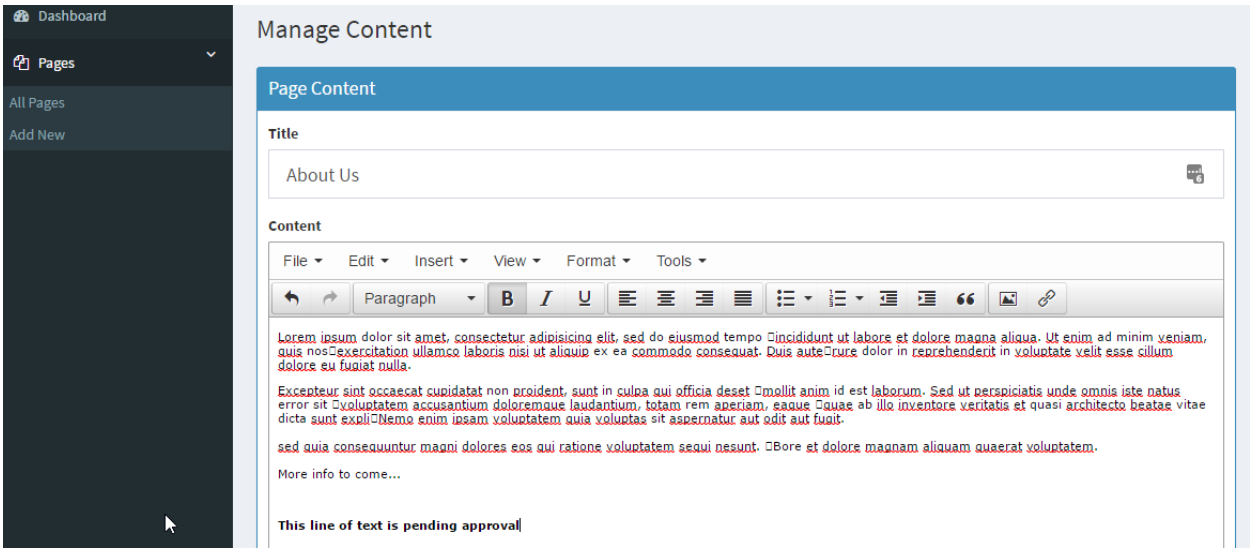


Content Publisher

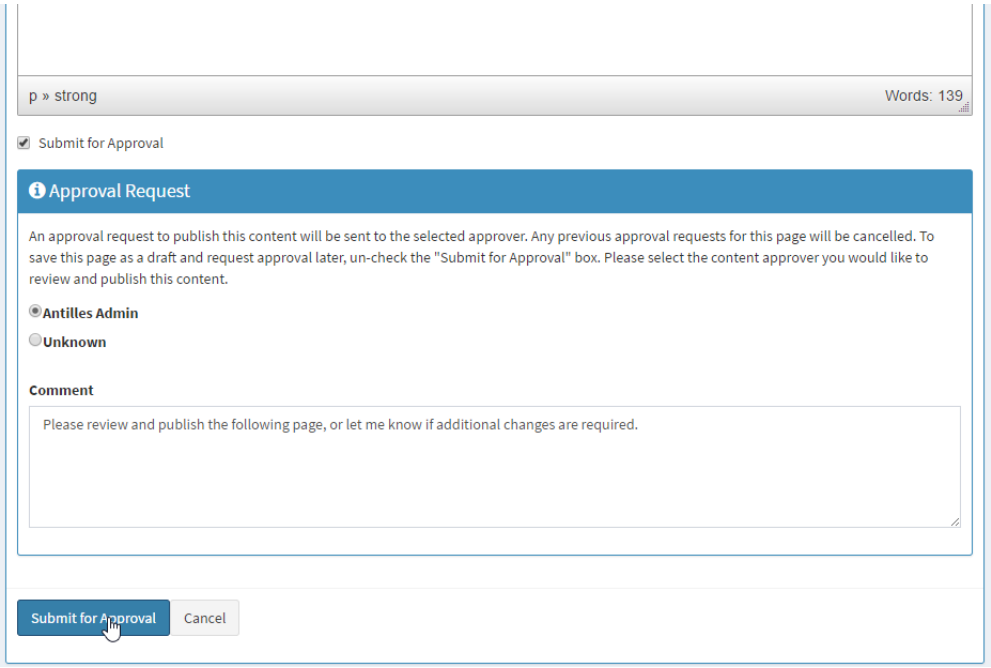
The second step for enabling workflow publishing, is to update the roles for users based on who will be editing, and who will be approving content changes. Pictured above is the default configuration for an account that will be publishing content, and an account that will be editing content. These are 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

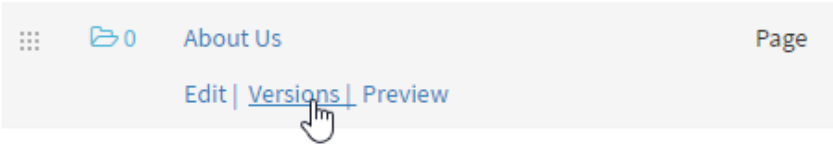


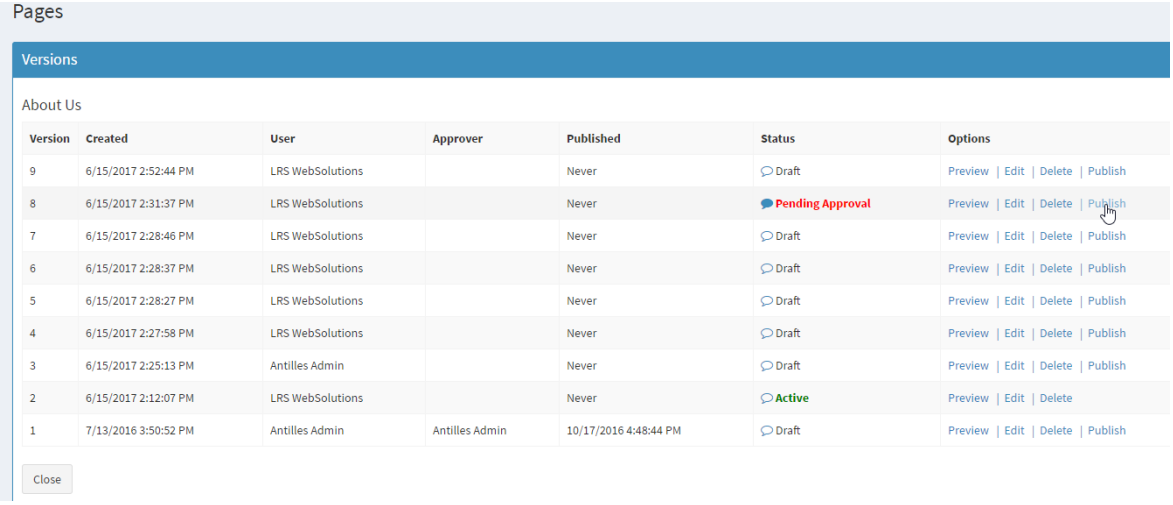
First, the **Editor** will log into Antilles and make their changes to the page. In this example, they've added **This line of text is pending approval.**



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**.

Workflow Example (Continued)





Version	Created	User	Approver	Published	Status	Options
9	6/15/2017 2:52:44 PM	LRS WebSolutions		Never	Draft	Preview | Edit | Delete | Publish
8	6/15/2017 2:31:37 PM	LRS WebSolutions		Never	Pending Approval	Preview | Edit | Delete | Publish
7	6/15/2017 2:28:46 PM	LRS WebSolutions		Never	Draft	Preview | Edit | Delete | Publish
6	6/15/2017 2:28:37 PM	LRS WebSolutions		Never	Draft	Preview | Edit | Delete | Publish
5	6/15/2017 2:28:27 PM	LRS WebSolutions		Never	Draft	Preview | Edit | Delete | Publish
4	6/15/2017 2:27:58 PM	LRS WebSolutions		Never	Draft	Preview | Edit | Delete | Publish
3	6/15/2017 2:25:13 PM	Antilles Admin		Never	Draft	Preview | Edit | Delete | Publish
2	6/15/2017 2:12:07 PM	LRS WebSolutions		Never	Active	Preview | Edit | Delete
1	7/13/2016 3:50:52 PM	Antilles Admin	Antilles Admin	10/17/2016 4:48:44 PM	Draft	Preview | Edit | Delete | Publish

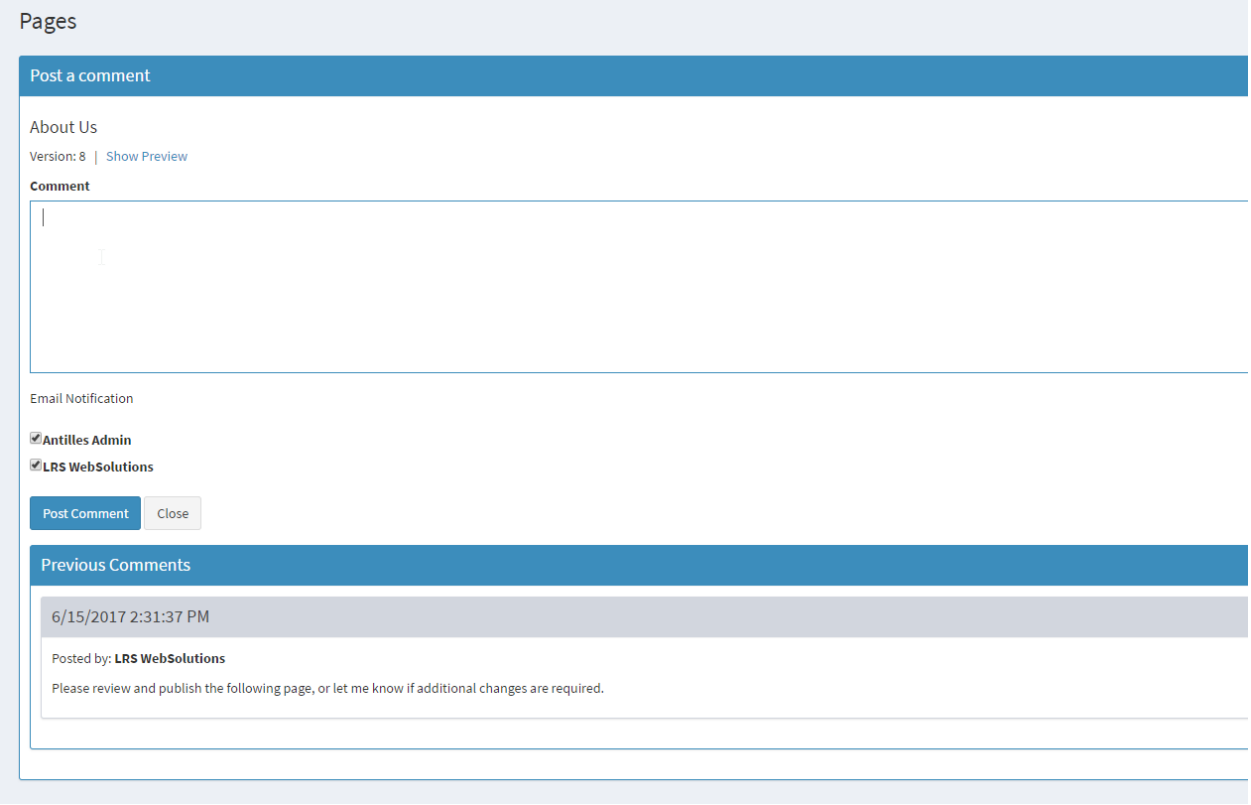
Once the **Editor** makes the changes and sends them out for approval, the **Publisher** will then have to log in and approve the changes through the "Versions" panel in the **Page** Module. Below are the possible states (status) for a version.

- **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.