



LRS  
**Antilles**  
CONTENT MANAGER®  
VERSION 1.17.0 (BUILD 1708)

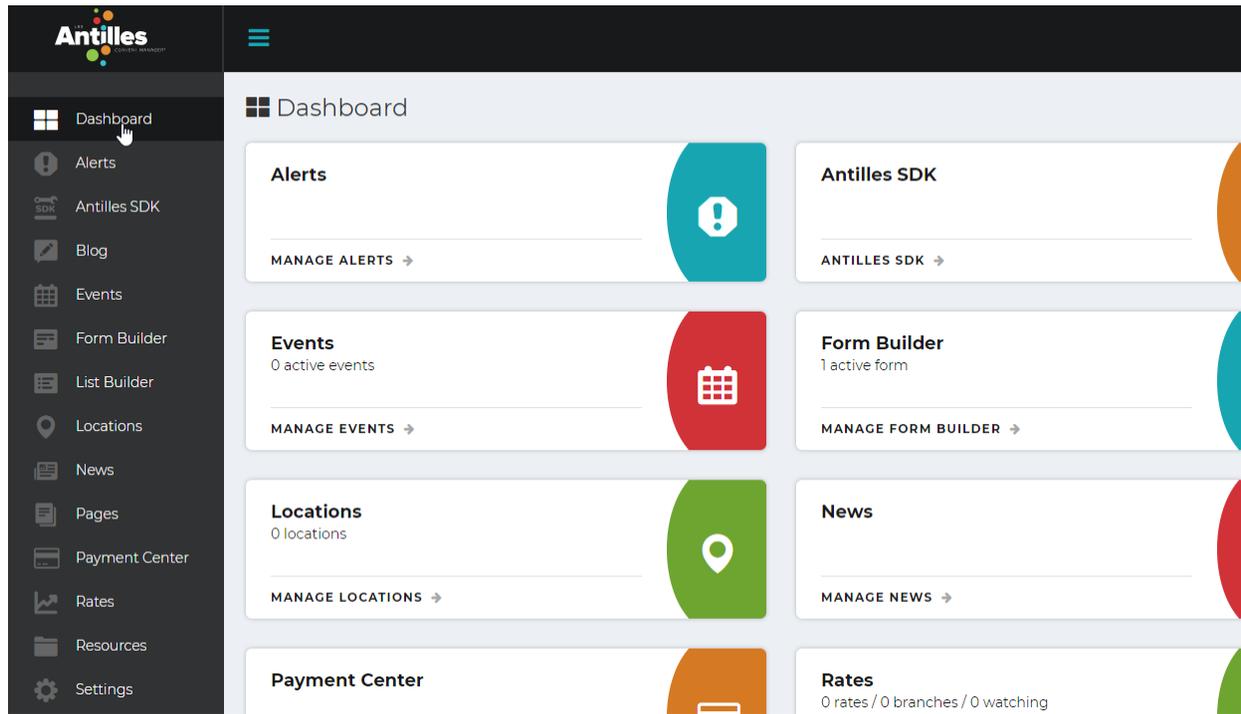
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# The Basics of Antilles™

# About Antilles™



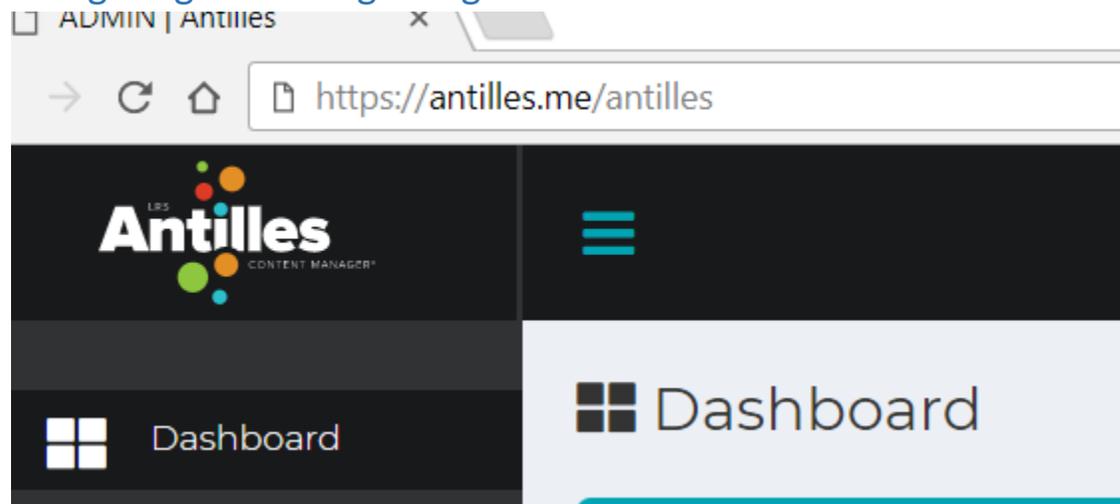
Antilles is a website content management suite developed and maintained by LRS® Web Solutions.

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

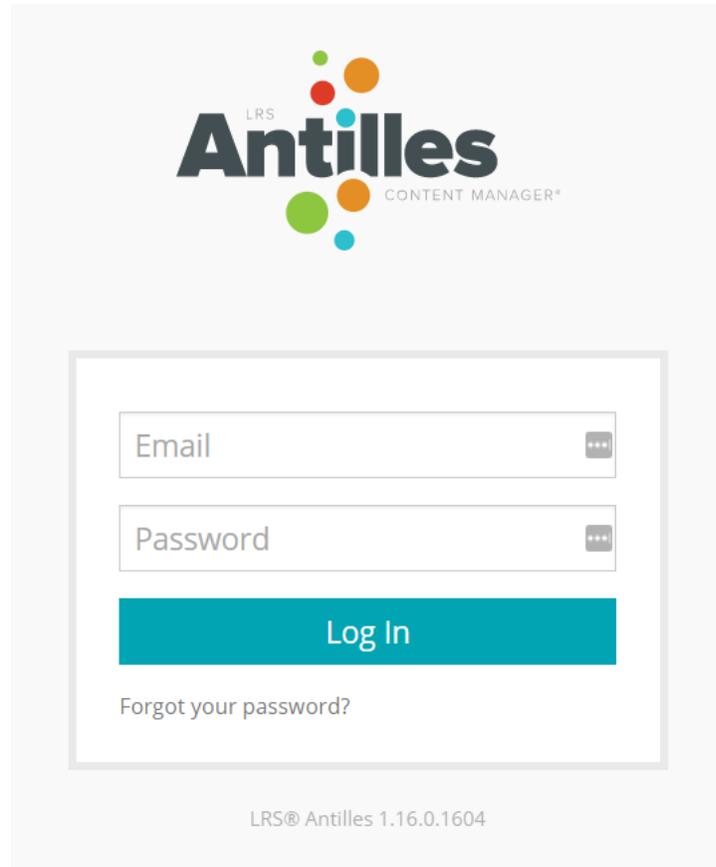
## Navigating to the Login Page



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

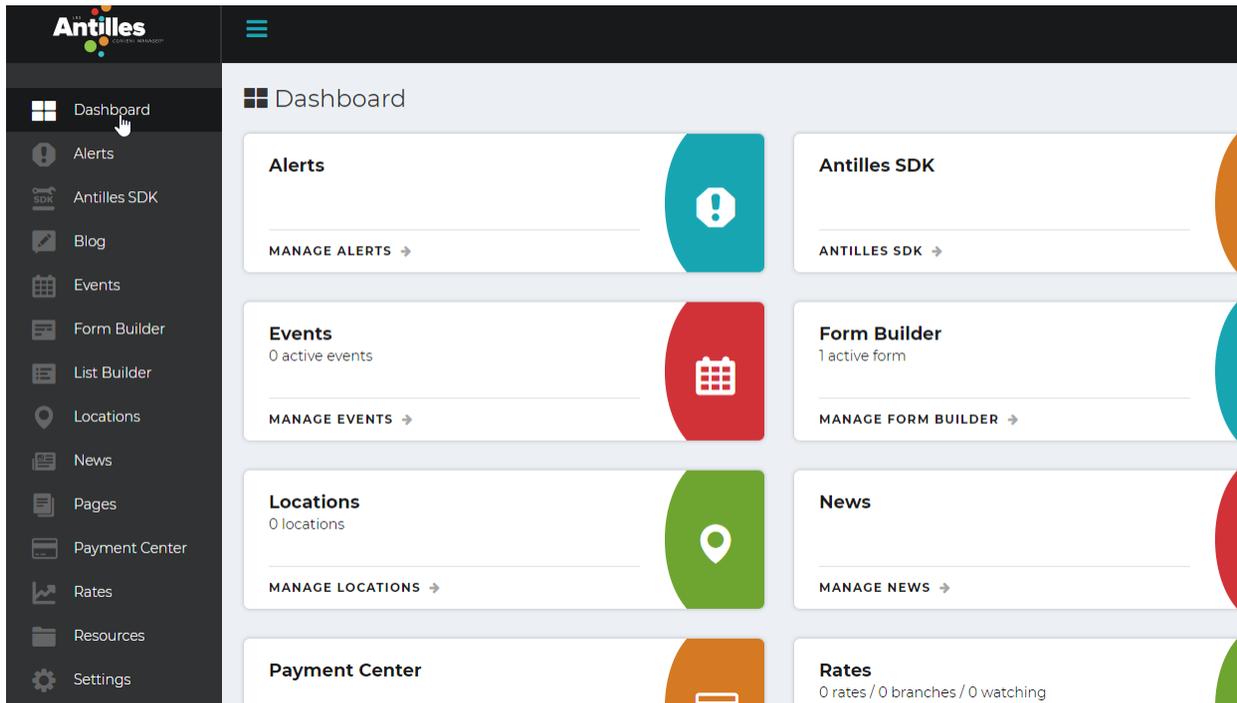


This is the page that should appear after following the steps from page 7. Once here, enter your [email address](#) and [password](#) to log in.

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

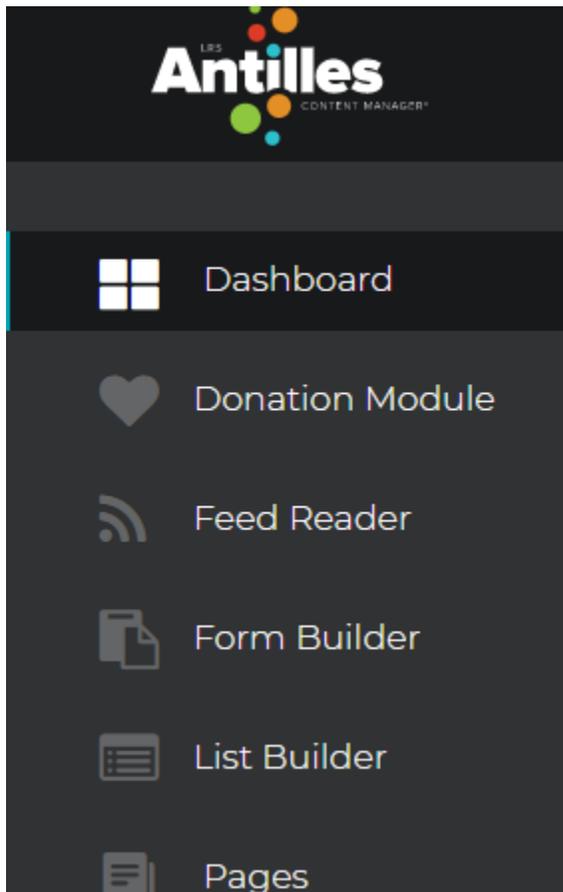


Once logged in, you should see the dashboard. The dashboard is the central location for changing all content associated with your web page using basic or custom modules.

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 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.

## Modules

### Pages

13 pages created

**MANAGE PAGES** →

### Resources

1 uploaded resource

**MANAGE RESOURCES** →

### List Builder

2 lists

**MANAGE LIST BUILDER** →

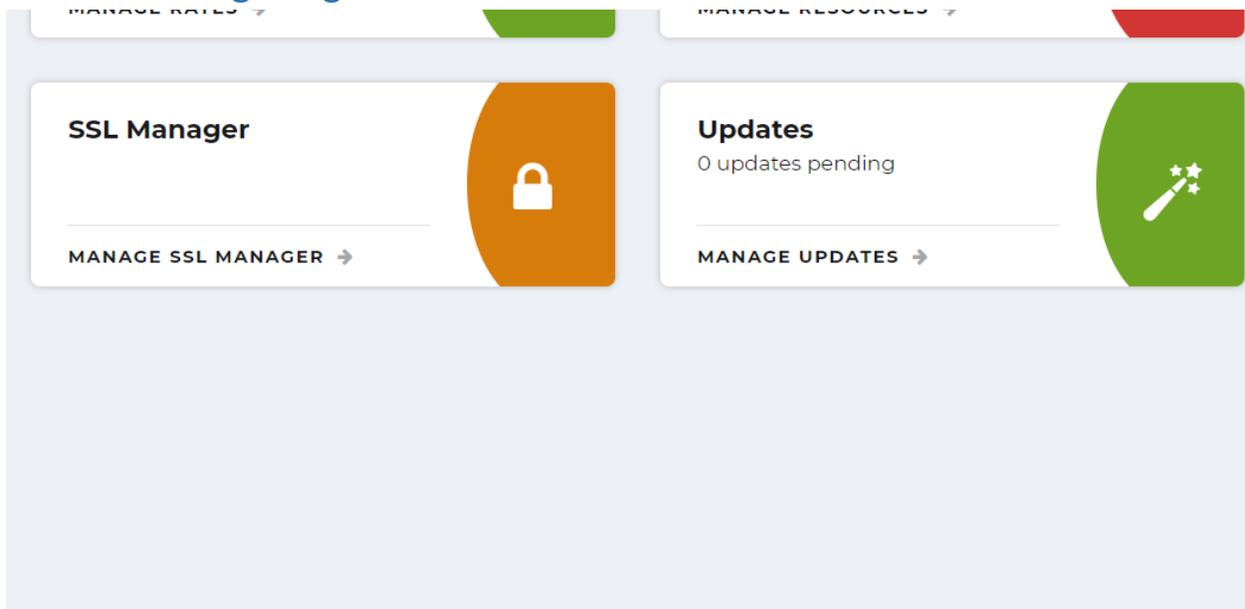


The modules are at the center of Antilles™, and are discussed more in depth in [The Core of Antilles](#) section on page 14. Each module is intended to do a specific task, usually only relying on other core modules.

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™ — 1.17.0 [Build 1708](#)

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

Version 1.17.0 (1708)

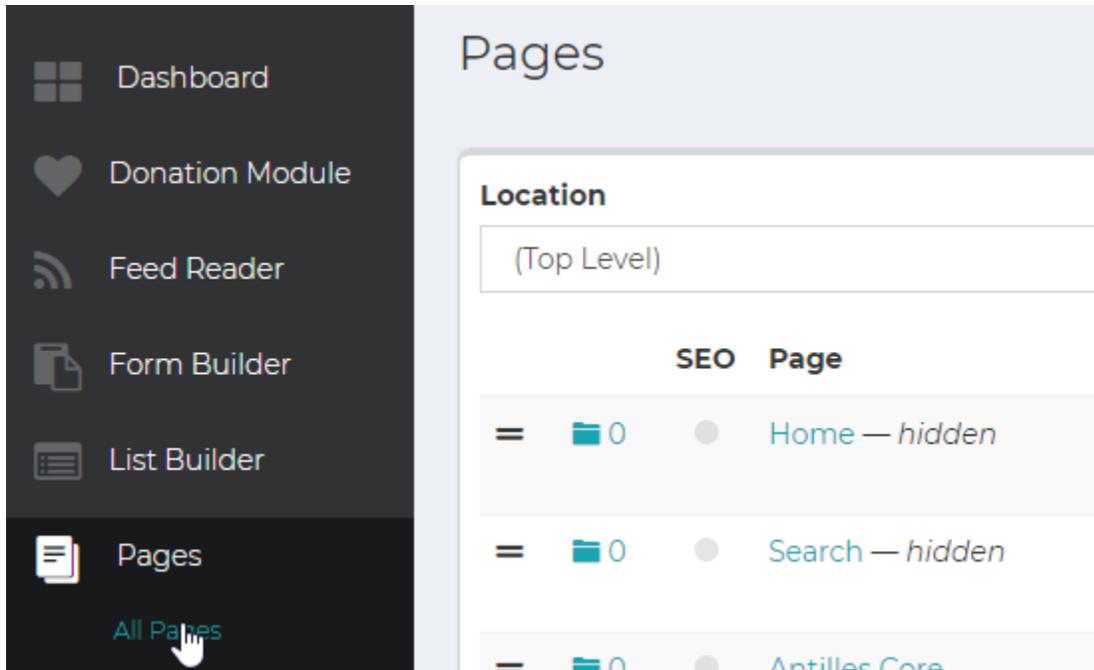
Released: June 27, 2018

- Added ability for Antilles® Admin users to unlock user accounts
- Added ability to stop user impersonation
- Added additional logging regarding when users enter or exit impersonation mode
- Added additional options in the Quick Edit menu in Pages
- Added alert when in user impersonation mode
- Added Antilles® Access Level to core modules
- Added Antilles® SiteLock feature to lock a site with a PIN
- Added audit log timeline to My Profile page
- Added delete page functionality when editing a page in Pages
- Added CSS and JS versioning in site admin by current datetime
- Added info to My Profile page regarding updating profile photo
- Added module hooks for deleting a user
- Added OG Tag class interface
- Added optional alerts to the Antilles® Authenticate page
- Added Public Access Level to Resource Categories, allowing for protected resources
- Added Save & Return buttons for Placeholder, Links, and Products in Pages
- Added save keyboard shortcut in Pages
- Added SessionUtility class to LRSWSTools
- Added status badges to Pages when Workflow is enabled
- Added templating class to Antilles® with Scriban
- Added theme specific TinyMCE templates and link styles
- Added tooltip for Additional Meta Data in Pages
- Added View Page button when editing a page
- Added Dynamic Dependency Loading and Assembly Resolution support for Antilles modules
- Fixed issue where images were not showing in TinyMCE that were in Azure blob storage
- Fixed issue where long update log file could cause Updates module to load slowly

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:

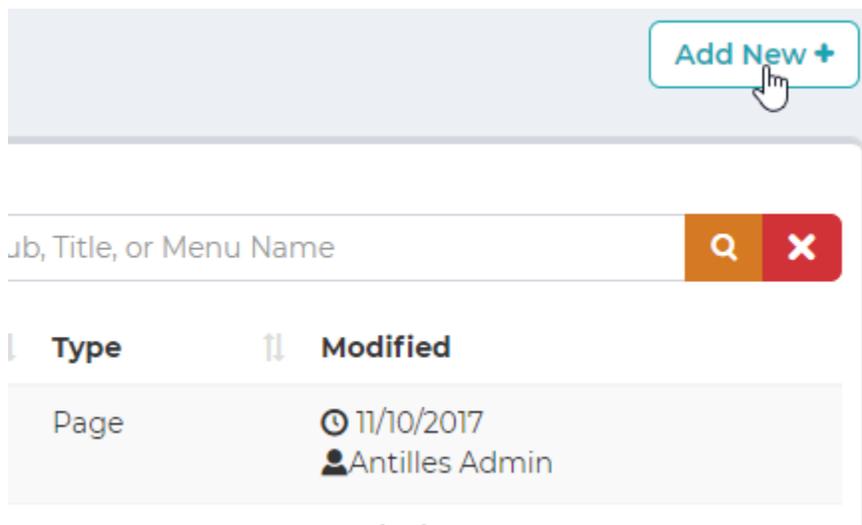
Webpages are the building blocks of your website. A webpage contains all other information your site houses for user navigation. Pages added will automatically be included in the top-level navigation/menus, unless specified in the page settings with the 'Hidden' checkbox.

## Adding a Web Page

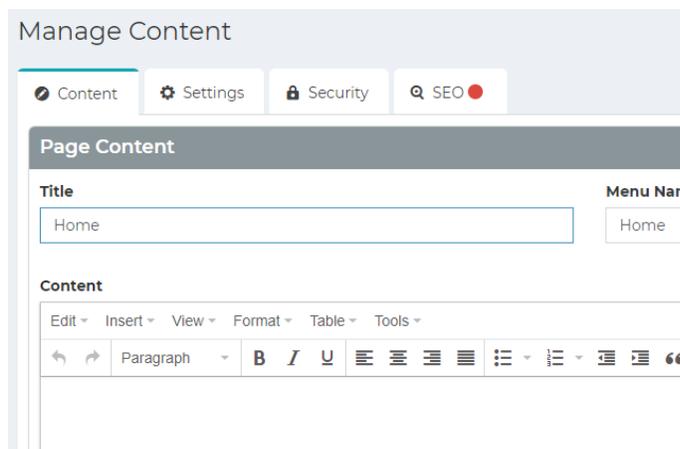
Adding a webpage can be done by either opening the *Pages* module, or from the Add Page sub-item in the left-hand sidebar menu.

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

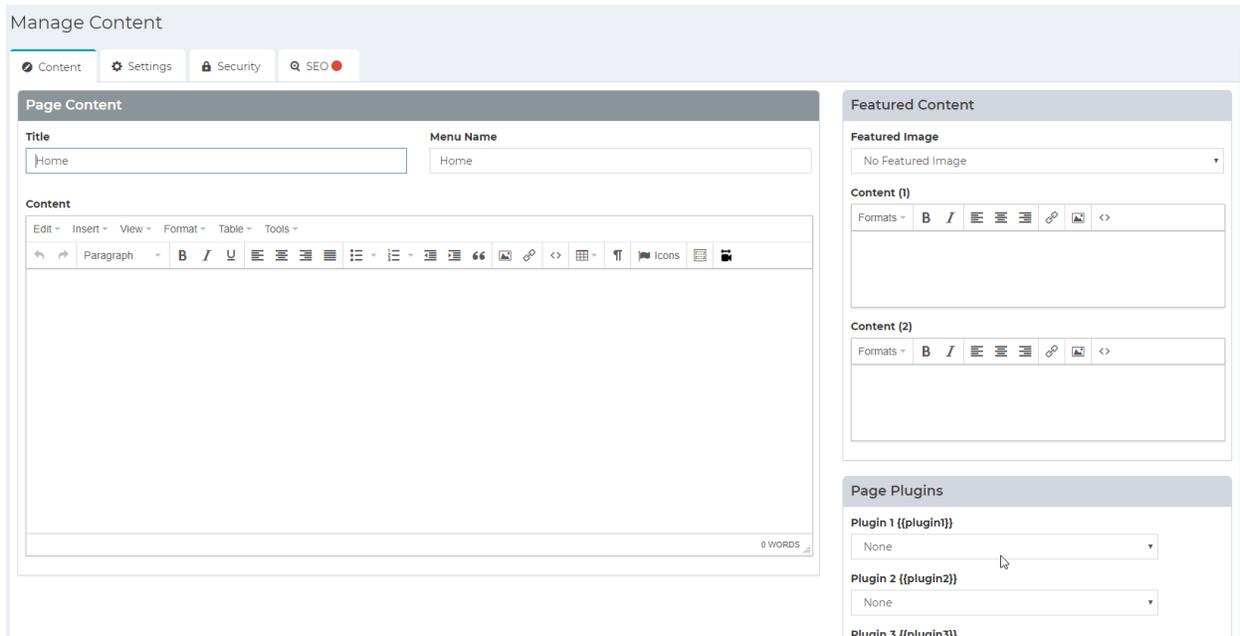


1. To create a page you can select Add New from the pages menu in the sidebar or click the Add New button on the Manage Pages screen. This will add the page to the menu level you are currently in. The interface above is at the top level menu, which will add the page to the site's main navigation menu.



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



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.*
  - c. **Content:** The text contained within the bulk of the page. It uses features similar to other word processing software. Explore the dropdowns and the buttons to insert photos, videos and links, format your text using font features, add tables and more. A few details:
    - 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.  
A full description of the different features of the rich text editor can be found here <https://www.tinymce.com/>  
Make sure your content is well-written and use headings (H2 and smaller) and other formatting tools to ensure users can easily read and understand your page.
    - iii. Insert > Template: These are pre-defined sections allowing you to easily add formatting.

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

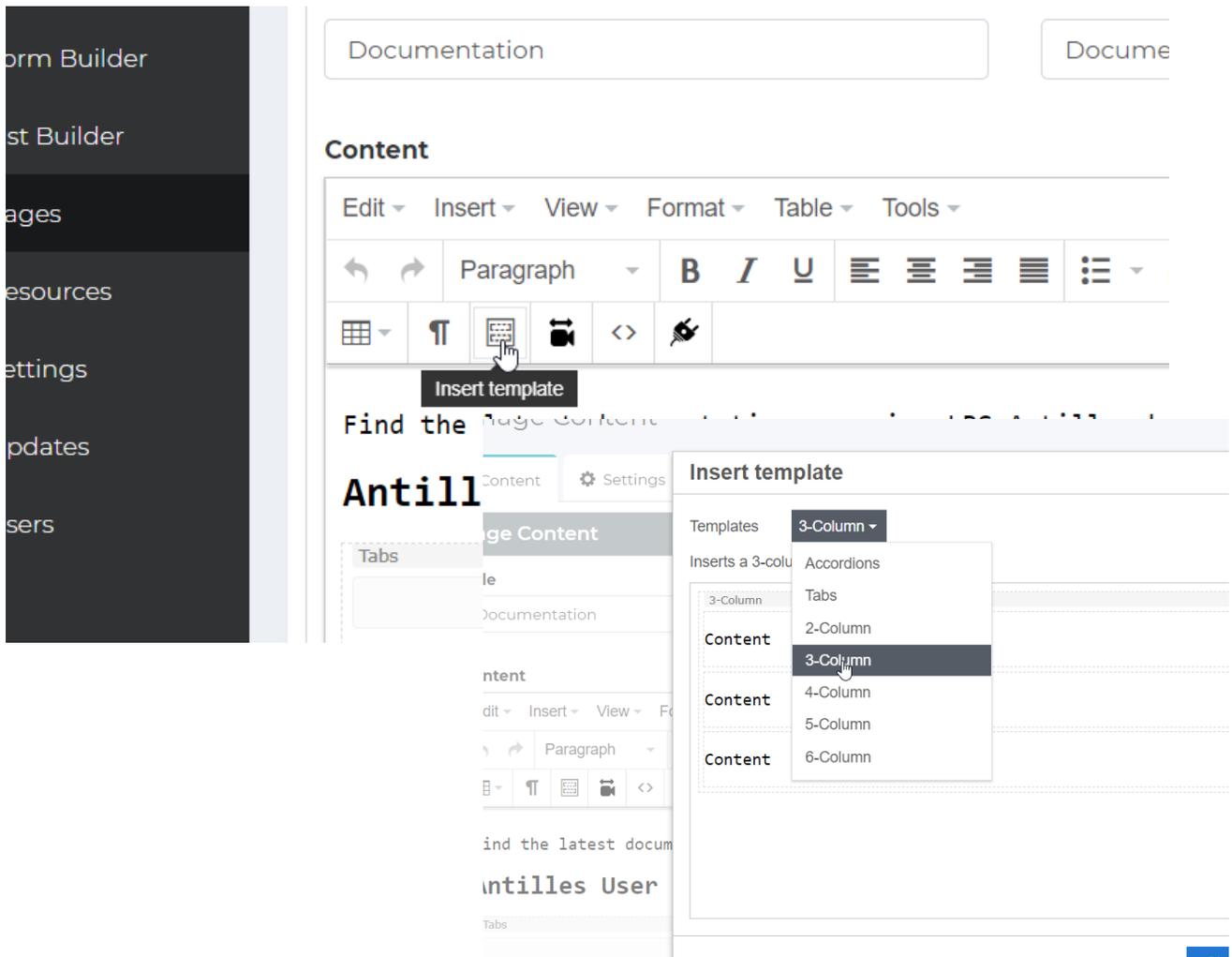
The image shows a user interface for editing featured content. At the top is a header 'Featured Content'. Below it is a 'Featured Image' section with a dropdown menu currently showing 'No Featured Image'. Underneath are two content editors, 'Content (1)' and 'Content (2)'. Each editor has a toolbar with icons for bold (B), italic (I), bulleted list, numbered list, link, image, and code (<>). The 'Content (1)' editor contains the text 'This will be in a second part of the template'.

### 2. 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 for your Antilles site.

- a. **Featured Content:** You can simply select the desired content for the page from the pull-down menu. This content will automatically display where it was designed to display according to 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".
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



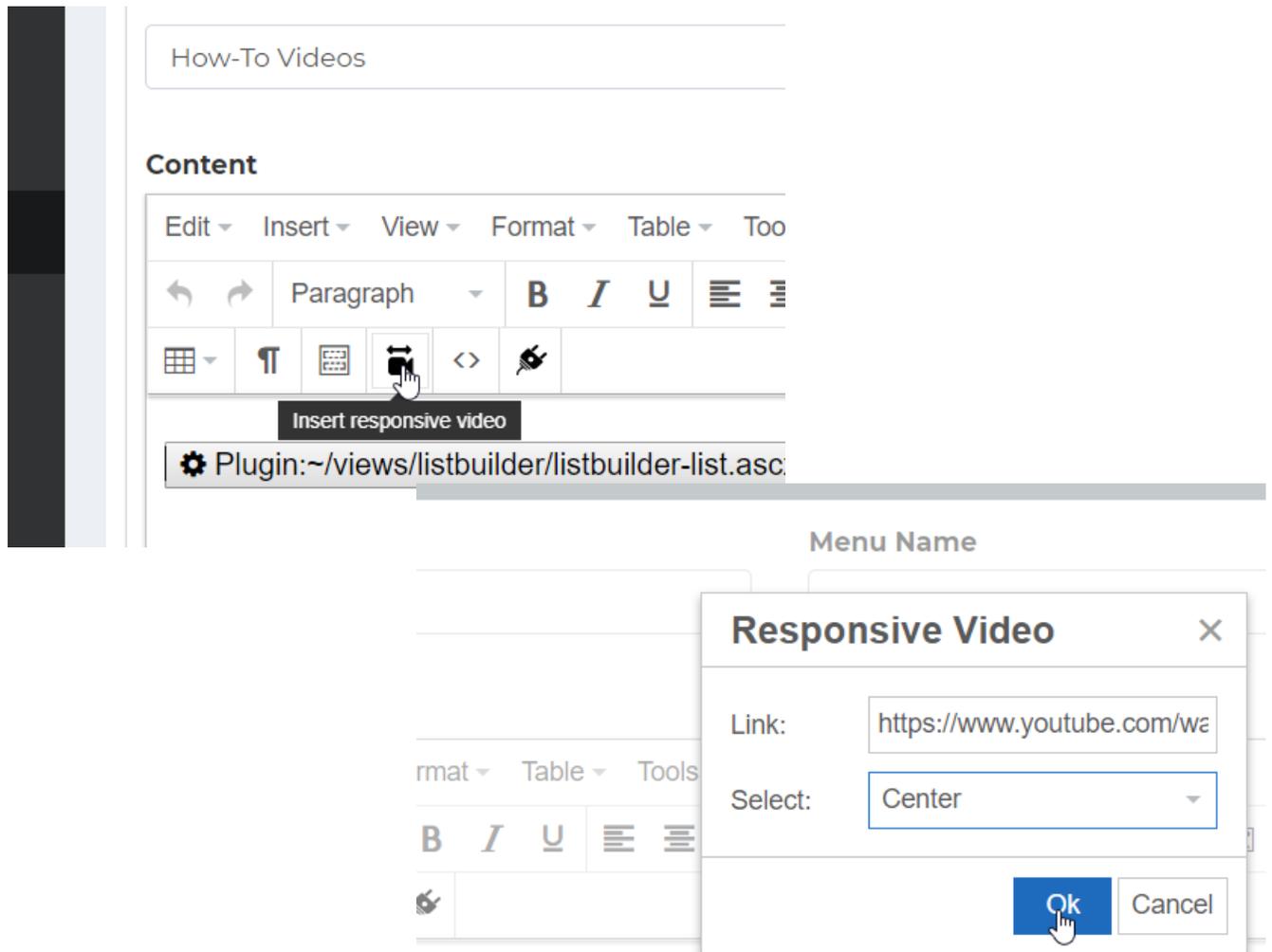
Not to be confused with Page Templates in the Page Settings, Content Templates are comprised of commonly used layout techniques within pages. Examples of how these will display can be seen in your site's Style Guide page (It will be your site URL with /style-guide/ at the end, so <https://antilles.me/style-guide>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

Additional columns, tabs, or accordions can be added to the template after it has been added to the page. Find the latest documentation on using LKS Antilles here.

## Antilles User Guides



## 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: Settings

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

The screenshot shows the 'Manage Content' interface with the 'Settings' tab selected. The 'Page Attributes' section contains the following fields and options:

- Type:** A dropdown menu with 'Page' selected.
- Parent:** A dropdown menu with '(No Parent)' selected.
- Template:** A dropdown menu with 'homepage.master' selected.
- Menu Group:** An empty text input field.
- Checkboxes:** Three checkboxes are visible: 'Hide in Menu' (checked), 'Hide Page Title' (unchecked), and 'Open New Window' (unchecked).

At the bottom of the form, there are three buttons: a red 'Cancel' button with an 'X' icon, a green 'Save & Return' button with a circular arrow icon, and a blue 'Save' button with a checkmark icon. A mouse cursor is pointing at the 'Save' button.

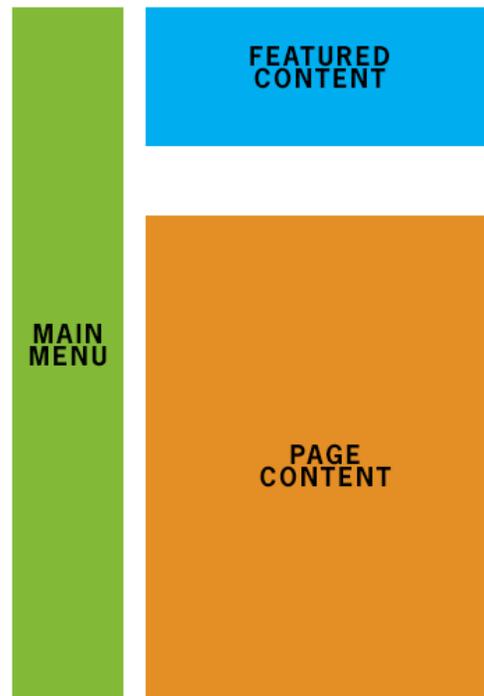
- c. **Type:** There are three types of pages that can be added.
  - i. **Page:** Your typical page with a header, body content, and a footer. Links normally in the menu to the page.
  - ii. **Placeholder:** Serves as a menu category. Does not link to anything in menu and has no content.
  - iii. **Link:** 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

**Public Access Level ?**

**Allowed Roles**

- Everyone
- Admin
- Content Editor
- Content Publisher
- Developer
- Employee
- Registered User

**Antilles® Access Level ?**

**Allowed Roles**

- Everyone

### 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

**SEO**

**Focus Keyword**  
lrs, web solutions, content manager, demo

**SEO Title**  
LRS Content Manager Demo 24/60

**URL Stub**  
home

**Description**  
The LRS Content Manager demo theme. 35/160

**Sitemap Info**

**Sitemap Priority**  
0.4

Include in Sitemap

**Robots**

**Meta Robots Index**  
 Index  No Index

**Meta Robots Follow**  
 Follow  No Follow

**Meta Robots Archive**  
 No Archive

**Additional Metadata**

```
<meta name="robots" content="index,follow" />
<meta name="robots" content="all" />
<meta name="audience" content="all" />
<meta name="rating" content="general" />
<meta name="distribution" content="global" />
<meta name="geo.placename" content="Springfield, Illinois" />
```

**Keyword Analysis**

Score: **50 / 100** [Analyze](#)

- The focus keyword 'lrs, web solutions, content manager, demo' does not appear in the copy.
- The copy contains no words; the minimum recommended length is 300 words.
- The focus keyword 'lrs, web solutions, content manager, demo' does not appear in the SEO title.
- The URL does not contain the focus keyword 'lrs, web solutions, content manager, demo'.
- A description has been entered which does not contain the focus keyword 'lrs, web solutions, content manager, demo'.
- The SEO title contains 24 characters; which is less than the recommended 50-60.
- The description contains 35 characters; which is less than the recommended 120-160.
- The URL Stub is unique.

**Search Results Preview**

LRS Content Manager Demo  
http://antilles.me/home  
The LRS Content Manager demo theme.

**Open Graph Preview**

LRS Content Manager Demo  
The LRS Content Manager demo theme.  
ANTILLES.ME

**iMessage Preview**

Send me the link to that awesome website you found. All my friends are asking for it!

LRS Content Manager Demo  
antilles.me

Here it is.

### 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.

- Focus Keyword:** This is the keyword that will be analyzed by the Keyword Analyzer for SEO presence.
- 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.
- 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.
- 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.
- 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).
- 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.
- 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

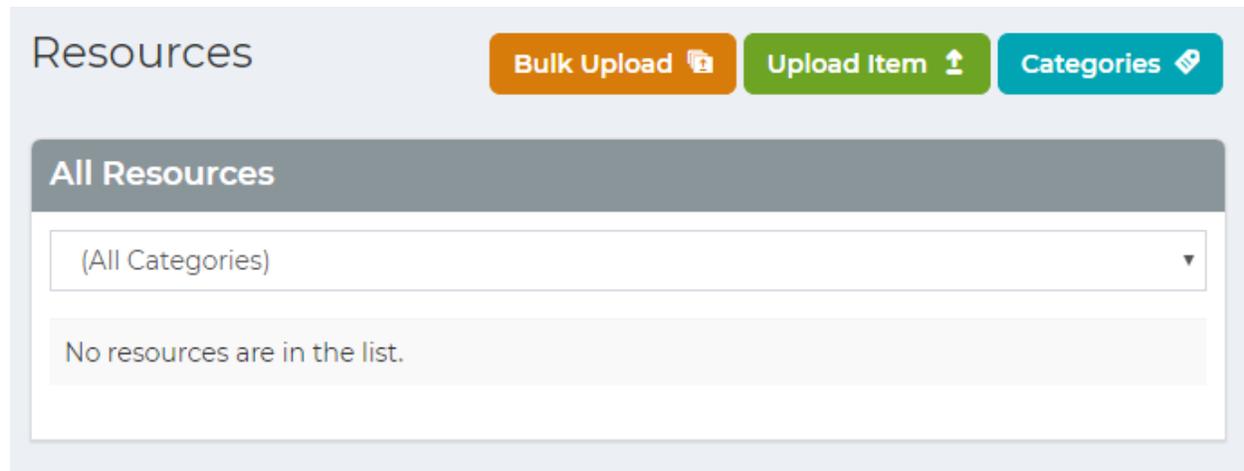
Score: **100 / 100**

Analyze 

- The focus keyword appears in the copy.
- The copy contains **303** words; which is above the minimum recommended length of 300 words.
- The SEO title contains **51** characters; which is great.
- The focus keyword appears in the SEO title.
- The URL contains the focus keyword for this page.
- The URL Stub is unique.
- The description contains the focus keyword.
- The description contains **158** characters; which is great.

- **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

# Resources



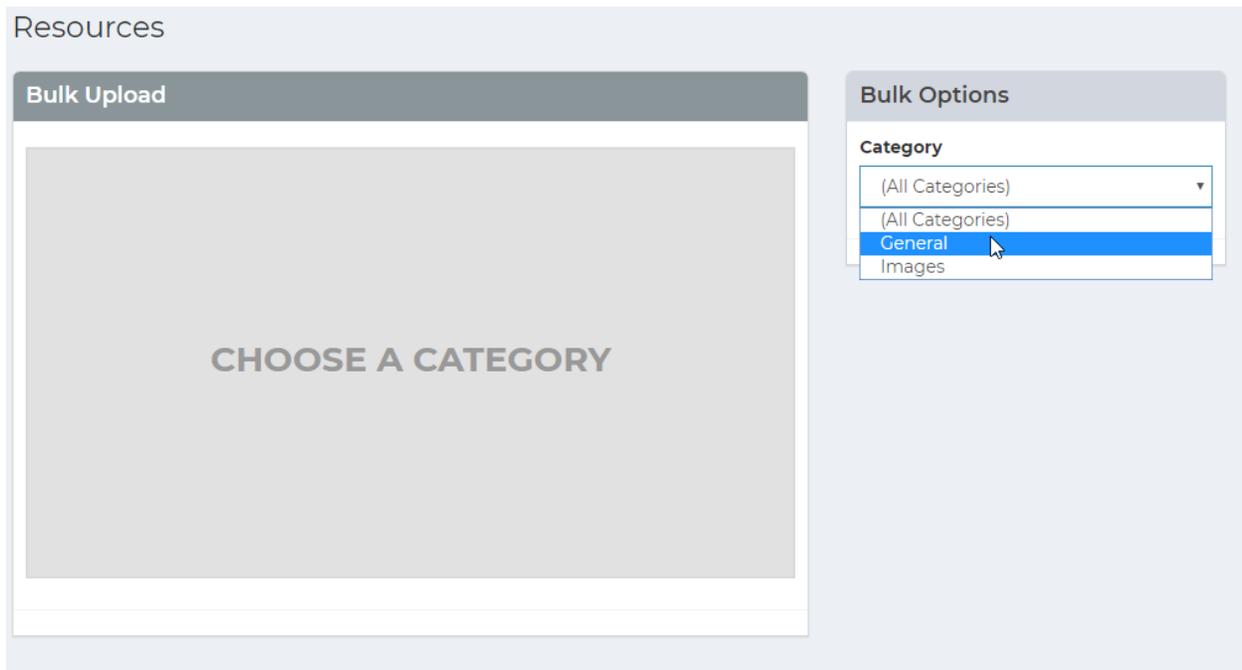
## Resources Module:

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](https://en.wikipedia.org/wiki/Comparison_of_web_browsers#Image_format_support)

## Adding Resources

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

## Adding Resources (Bulk Upload)



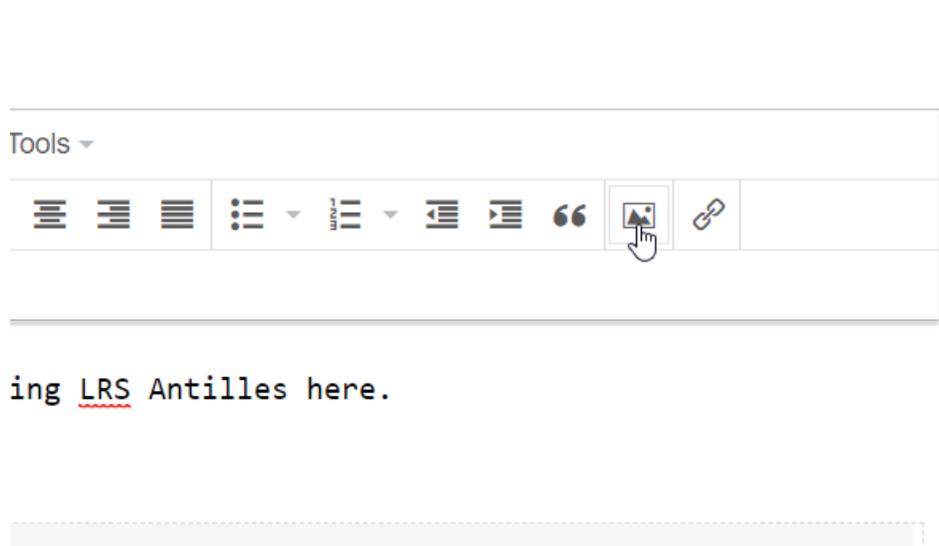
Bulk Upload is used to upload multiple files at one time. To use this, navigate to the bulk uploader at the top of the *Resources* module in the menu. Once there, select a category and drag your files into the bulk uploader using classic windows drag and drop. Multiple files can be dragged at the same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

### Adding a Resource Category

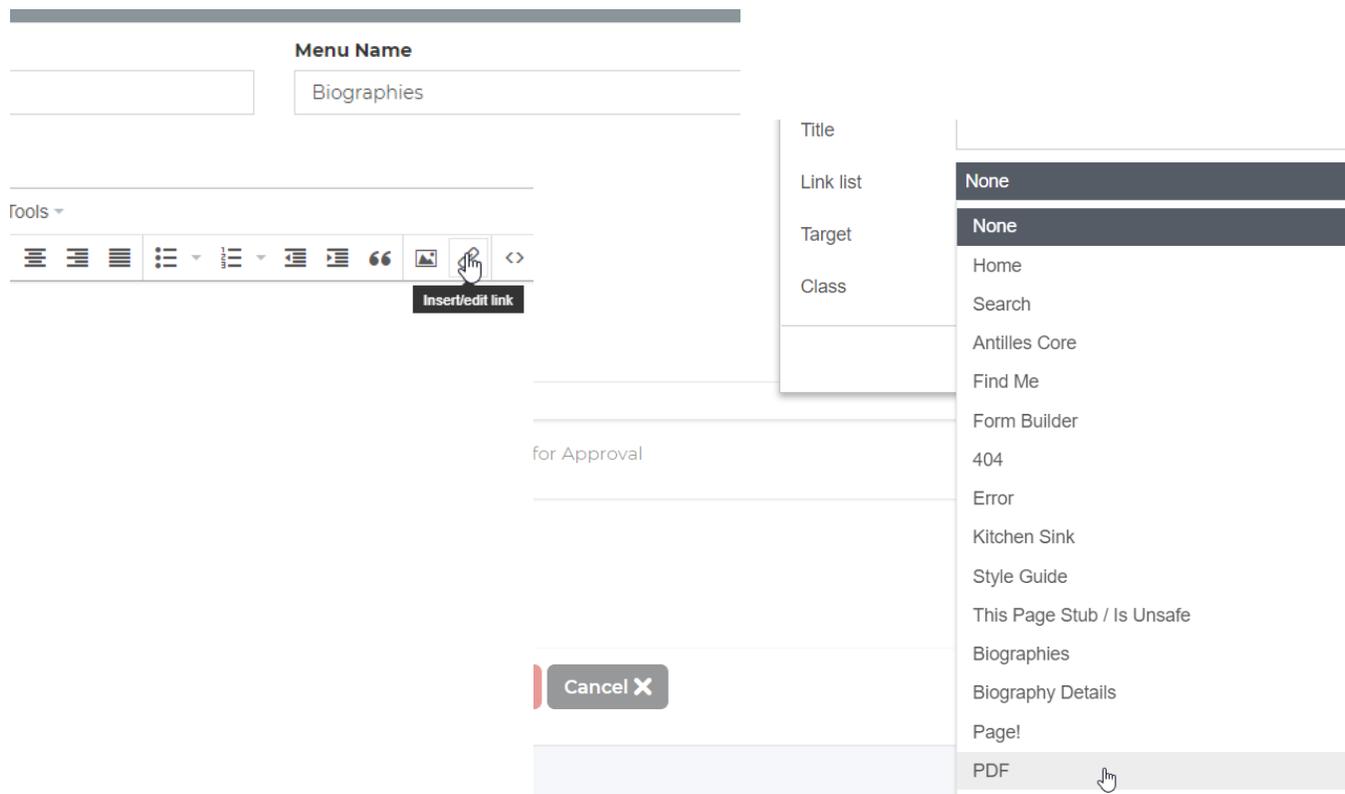
To add a new category, navigate to the category submenu and add categories by name. Categories only need a label to be used.

## Adding Resources (Adding Resources to a Page)

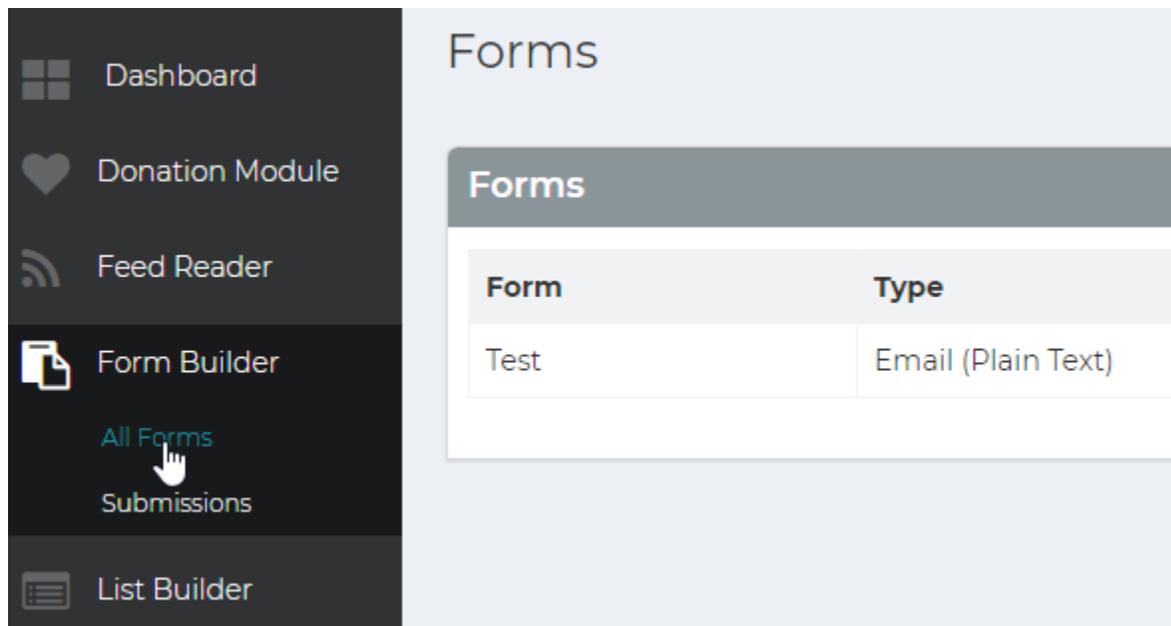
Adding an image will be slightly different than adding other resources if they are meant to be displayed in line with content.



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



# Form Builder



## Form Builder Module:

*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*. Forms are comprised of sections, and sections are comprised of fields.

## Step-by-step: Adding a Form (Settings)

The screenshot displays the 'Form' configuration interface. On the left, the 'Form Details' panel is active, showing three text editors: 'Form Name' (containing 'Please Send Us Sensitive Data'), 'Header Text' (containing 'This email is encrypted with the new certificate'), and 'Form Submitted Message' (containing 'Thank you, your form has been submitted.'). Each editor includes a rich text toolbar with options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and source code. On the right, the 'Settings' panel is visible, containing fields for 'Form Stub' (Form-URL), 'Recipient Email(s)' (user@website.com), and 'Submit Button text' (Submit). Below these fields are several checkboxes: 'Active' (checked), 'Enable Google reCAPTCHA' (unchecked), 'Encrypt using digital email certificate (Valid until: 1/3/2019)' (checked), and 'Save Encrypted Copy to Database' (unchecked).

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 (under Settings) with a hyphenated lowercase version of the title. This is the text that will display in the URL.
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. Form Submission Message. If desired, change the message users will receive after they submit the form. 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 – LRS developers will complete this section if required. This section is useful for Google Analytics snippets.
6. Add the **recipient** of the form. This determines where the form information is going to, most likely an email address.
7. Add the text of the **submit** button. This is the display text on the submit button for the form.

## Step-by-step: Adding a Form

**Settings**

**Form Stub**

Form-URL

**Recipient Email(s)**

user@website.com

**Submit Button text**

Submit

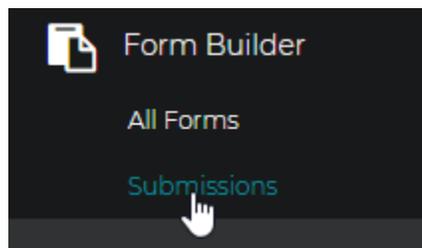
Active

Enable Google reCAPTCHA

Encrypt using digital email certificate  
(Valid until: 1/3/2019)

Save Encrypted Copy to Database

8. 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.
9. Check optional boxes
  - **Active:** Determines whether the current form is live on the site.
  - **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*.

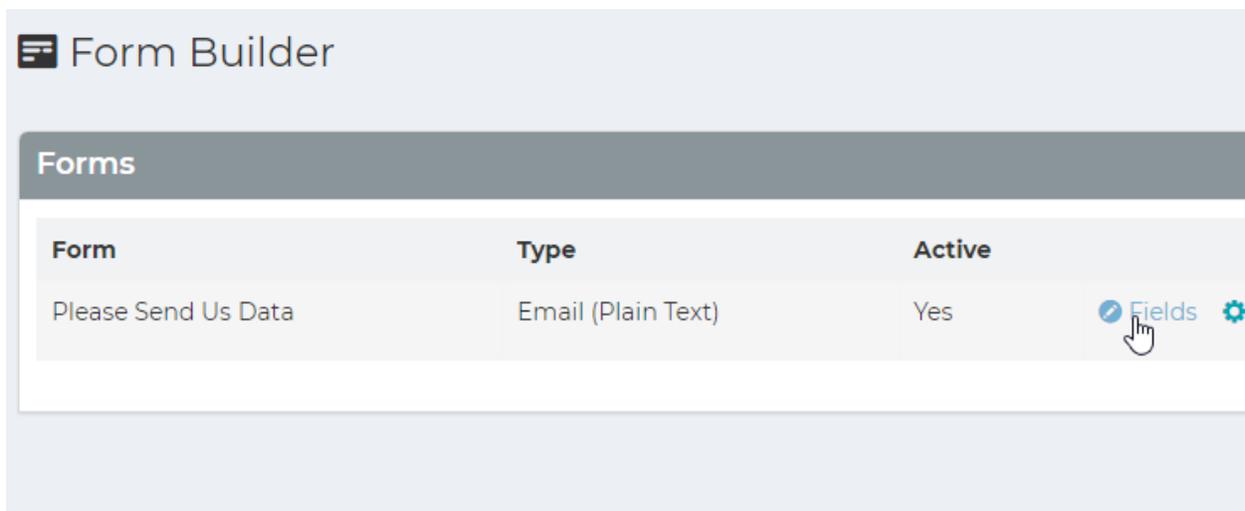


10. Save the form and start adding sections to the form.

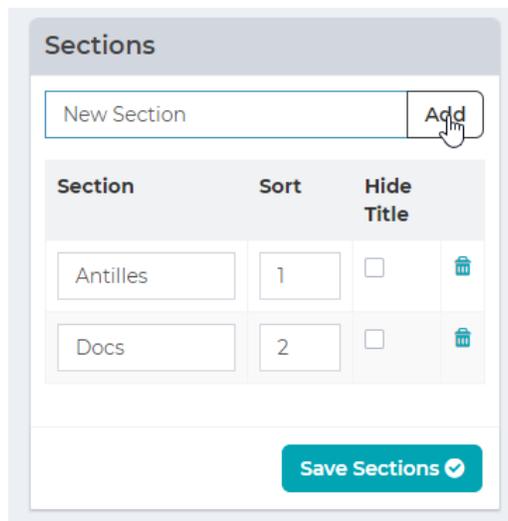
## Step-by-step: Adding a Form (Sections)

After following the steps on pages 30 - 31, you should be back at the All Forms management page. In the list, you will see the new form you just created. (It would say add new at the top.)

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.



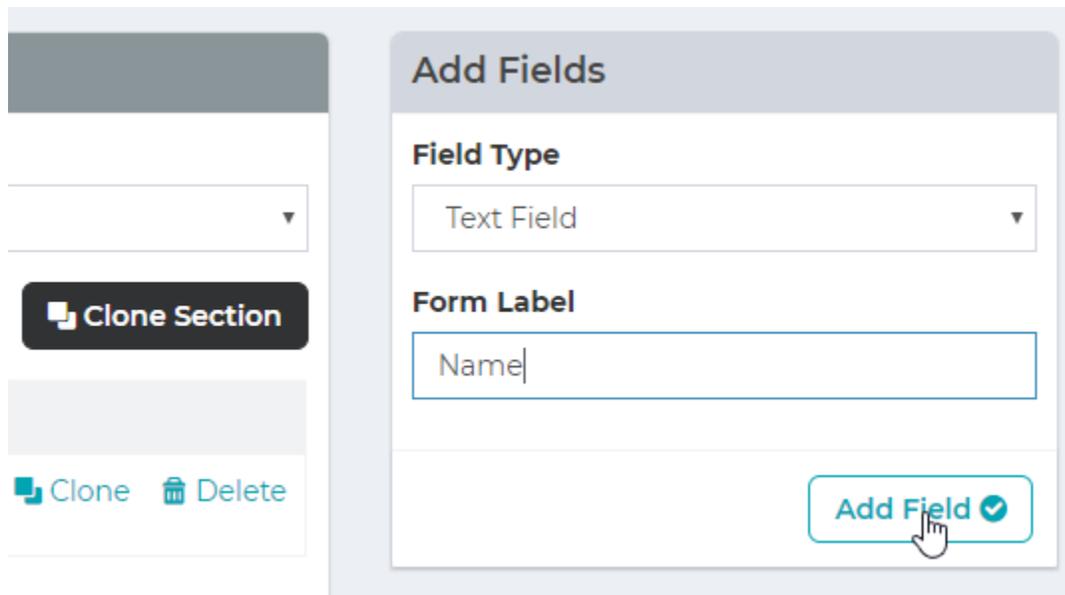
1. Press the Fields link on the right side of the form you want to add a section for.  
**NOTE:** To add a field, you must first add a Section within the form.



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 **Form Fields** section to edit the input data or navigate using the instructions on the next page.

## Step-by-step: Adding a Form (Fields)

Fields can be added to sections, and sections are then added to forms. **Fields cannot be directly added to forms, they have to be added to sections.** 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.



The screenshot displays the 'Add Fields' configuration panel. On the left sidebar, there is a 'Clone Section' button and 'Clone' and 'Delete' options. The main panel is titled 'Add Fields' and contains a 'Field Type' dropdown menu currently set to 'Text Field'. Below it is a 'Form Label' text input field with the text 'Name' entered. At the bottom right of the panel is a blue 'Add Field' button with a checkmark icon and a hand cursor pointing to it.

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.
7. Click Save Field

## Step-by-step: Adding a Form (Advanced Fields)

**Form Fields**

Section: Antilles

Clone Section

| Sort | Label | Type | CSS Class | Required                 |                       |
|------|-------|------|-----------|--------------------------|-----------------------|
| 1    | Test  | text |           | <input type="checkbox"/> | Advanced Clone Delete |

Save 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.

**Field Options**

Section: Antilles Type: Dropdown List

Label: DropDown

CSS Class:

Last On:  
 Mobile  
 Tablet  
 Desktop

Option Values:  
Choose One Add +

Options:  
Sort Order: 2  
 Validate Required

## Step-by-step: Adding a Form (Advanced Fields Continued)

The screenshot shows a configuration panel for a form field. At the top is a preview of the field, which is a dropdown menu with the text "Choose One" and an "Add +" button. Below the preview, the text "Pipe delimited (i.e., One|Two|Three)" is displayed. A button labeled "Populate with U.S. states" with a pencil icon is present. The "Default Value" section contains a text input field with "Choose One". The "Option Required Trigger" section contains a text input field with "Choose One". The "Function" and "Function Trigger" sections each have a dropdown menu, both currently set to "None". At the bottom of the panel are two buttons: a red "Cancel X" button and a blue "Save Field" button with a checkmark icon.

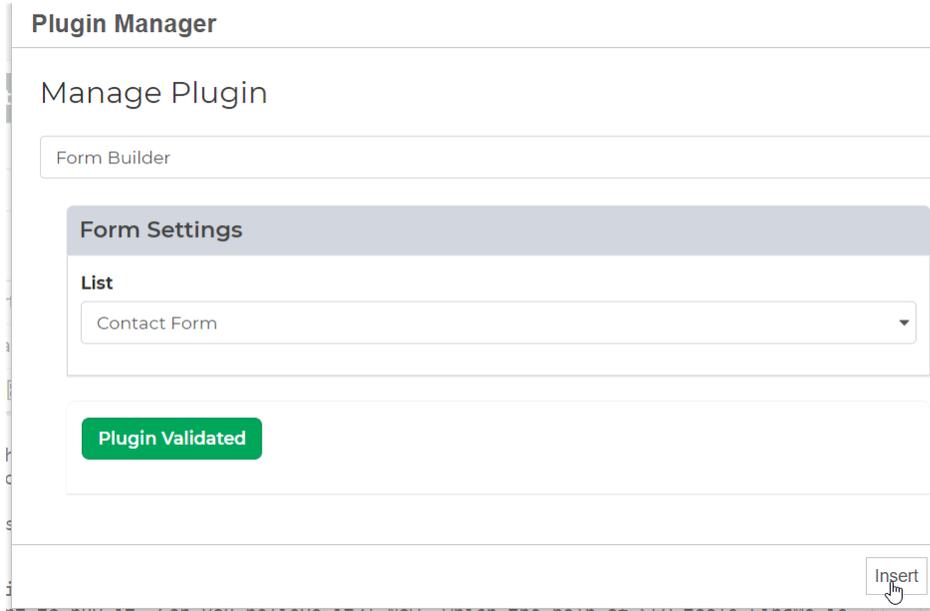
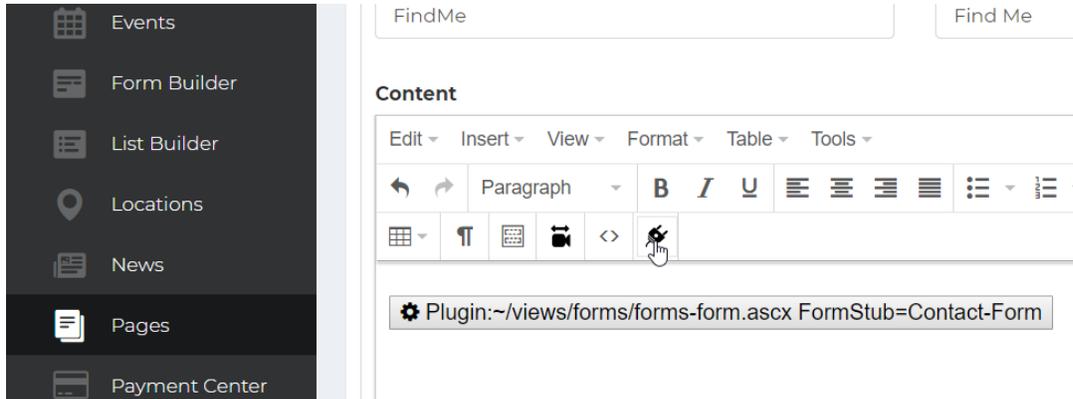
- **Label:** Label is simply what will appear before the radio buttons within the page.
- **CSS Class:** This is how the list will be styled, and for the more tech savvy it is the class that will be used to style the form field. Fields can have multiple classes. Separate classes with spaces like shown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

- **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: Adding a Form (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.

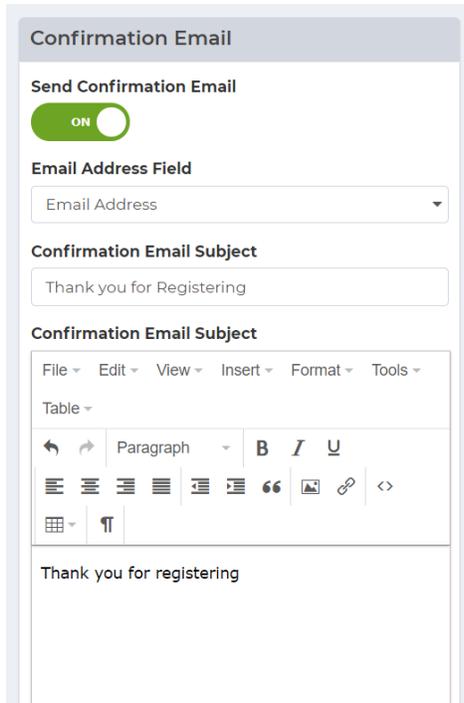


**NOTE:** Plugins can only be added after they are validated

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

## Step-by-step: Adding a Form (New Features in depth)

### Confirmation Email



The screenshot shows a configuration panel for a Confirmation Email. At the top, there is a toggle switch labeled "Send Confirmation Email" which is currently turned "ON". Below this is a dropdown menu for "Email Address Field" with "Email Address" selected. Underneath is a text input field for "Confirmation Email Subject" containing the text "Thank you for Registering". Below that is a rich text editor for the "Confirmation Email" message, with a menu bar (File, Edit, View, Insert, Format, Tools) and a toolbar (Paragraph, Bold, Italic, Underline, Bulleted List, Numbered List, Quote, Image, Link, Code, Table, Text Color). The main text area of the editor contains "Thank you for registering".

**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.

**Email Address Field:** This is the field that contains the users email address when they submit the form.

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

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

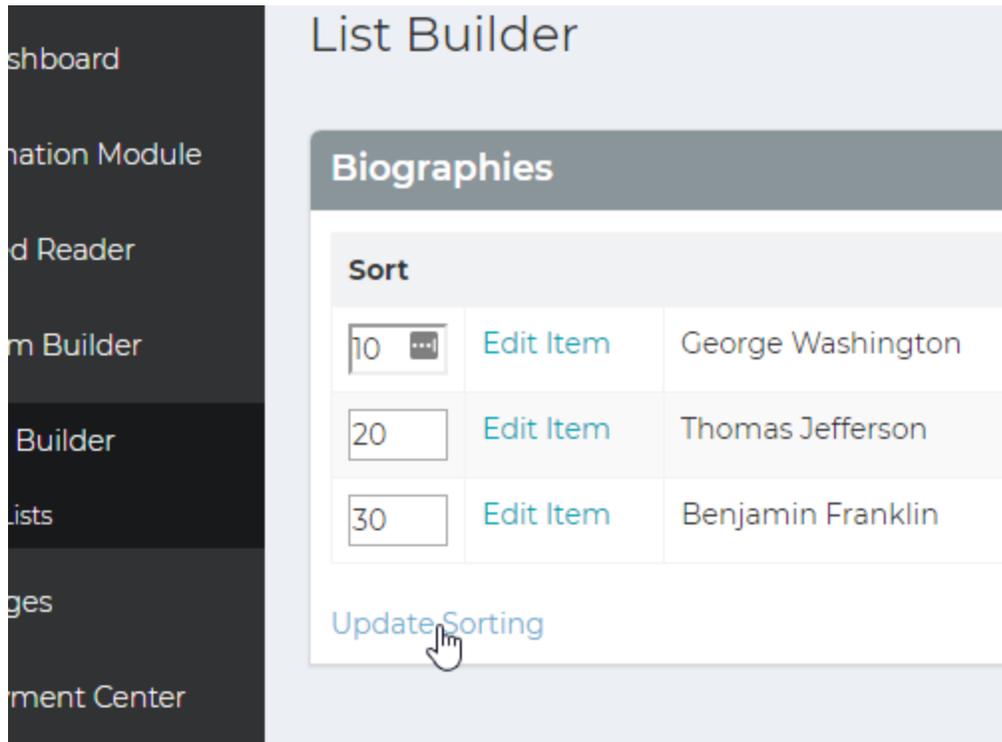
### Custom JavaScript on Form Submission

This section can be used to write custom JavaScript functions that will be triggered when a user submits a form. It is common to include Analytics Events in this section as demonstrated in the image.

#### Custom JavaScript on Form Submission

```
1 ga('create', 'UA-XXXXX-Y', 'auto');  
2 ga('send', 'pageview');
```

# 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)

The screenshot shows the List Builder interface. On the left, the 'Template' section contains a text area with instructions: 'List Builder uses an HTML template that can be built into the theme of your website or added to a content page as a plugin. To create a list builder template, paste the HTML code of the item you want to create below. The repeating section will be repeated for each item a user adds to their list. You can specify the fields that a user will see when editing a list item and use the {{placeholder}} values for those fields in your repeating HTML template.' Below this is a 'List Name' field containing 'Biographies' and a 'Header Template HTML' field containing '<h1>Travel through history!</h1>'. On the right, the 'Settings' section has a 'List Stub' field containing 'biographies'. Below it, the 'Placeholder Fields' section contains the text 'Please save this list first before adding fields.' and the 'List Variants' section contains the text 'Please save this list first before adding variants.'

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)

- 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.*

### Placeholder Fields

**Field Type**  
Text Field

**Form Label**  
name

Required

**Add Field**

No fields have been added to this list.

[Update Sorting](#)  
\*The first field serves as the admin preview column when displaying the items in this list.

Text Field

**Form Label**  
bio

Required

**Add Field**

| Sort | Placeholder  | Type |   |
|------|--------------|------|---|
| 1    | {{name}}     | text |       |
| 2    | {{bio}}      | text |   |
| 3    | {{full-bio}} | text |   |

- 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)

```
<h3>{{name}}</h3>
<p>{{bio}}</p>

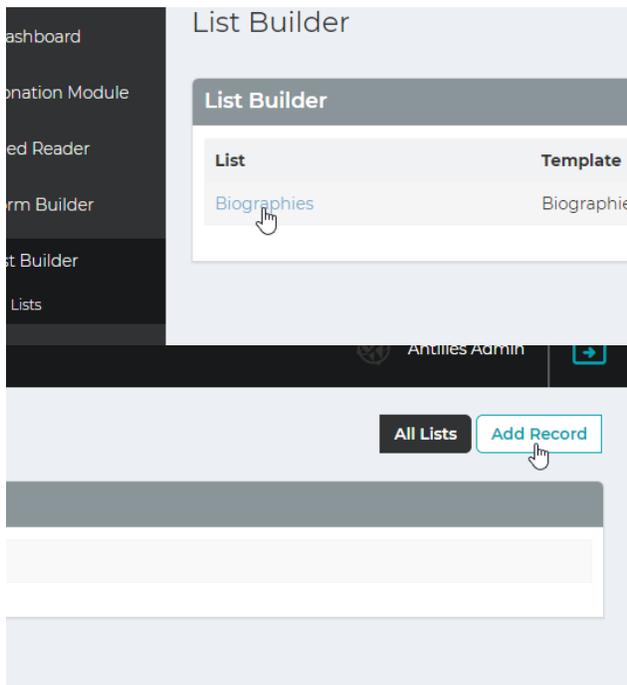
<span><a href="{{item-details-url}}">Read More!</a></span>
```

Use {{item-details-url}} if you intend to insert a link to an item details page. You will need to create a CMS page and

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

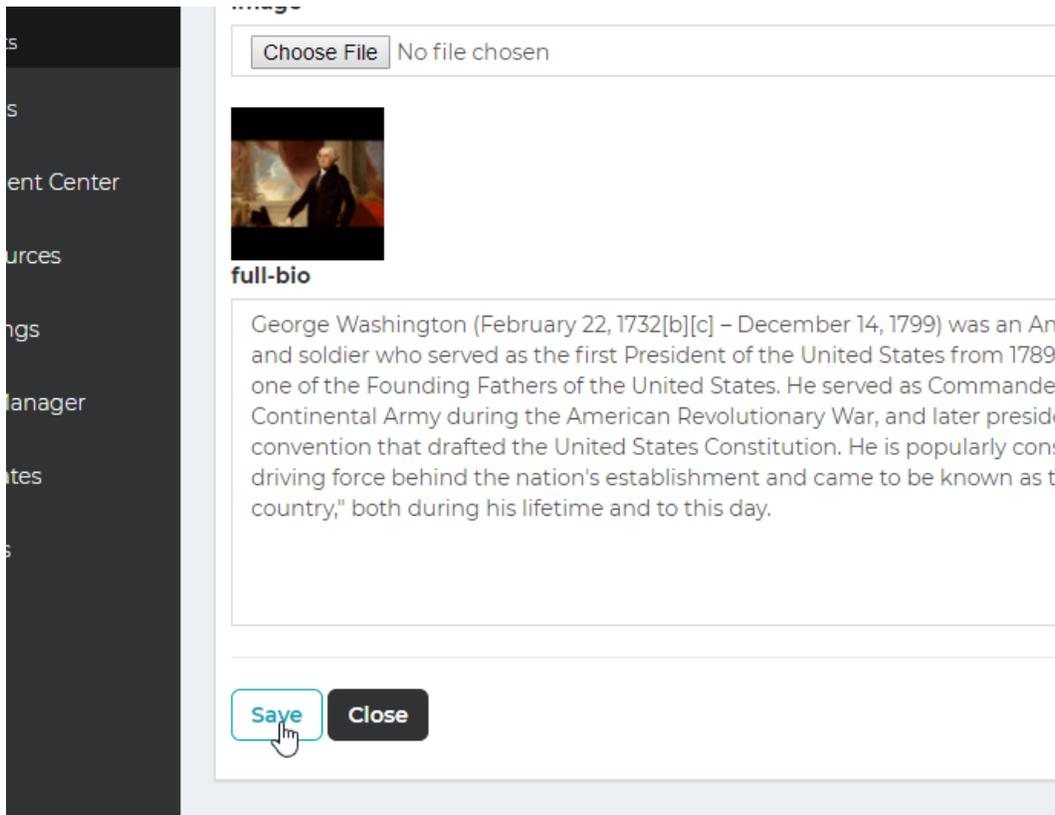
If you followed the steps from the previous section, the list is now structured, and ready for items to be added to it.

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.)

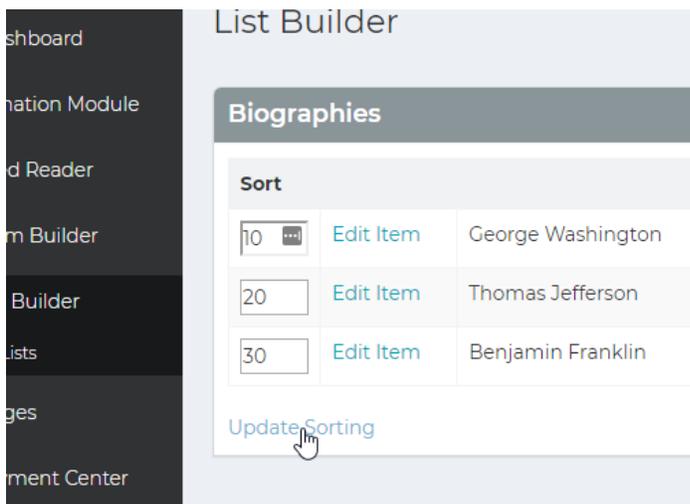
## Step-by-step: Adding a List (Adding Items to the List Continued)



The screenshot shows a form titled "full-bio" for adding a biographical entry. At the top, there is a "Choose File" button and the text "No file chosen". Below this is a small image of George Washington. The main text area contains the following biographical information: "George Washington (February 22, 1732[b][c] – December 14, 1799) was an American and soldier who served as the first President of the United States from 1789 to 1797, 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 constitutional convention that drafted the United States Constitution. He is popularly considered the 'father of the country,' both during his lifetime and to this day." At the bottom of the form, there are two buttons: "Save" and "Close". A mouse cursor is pointing at the "Save" button.

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.)*

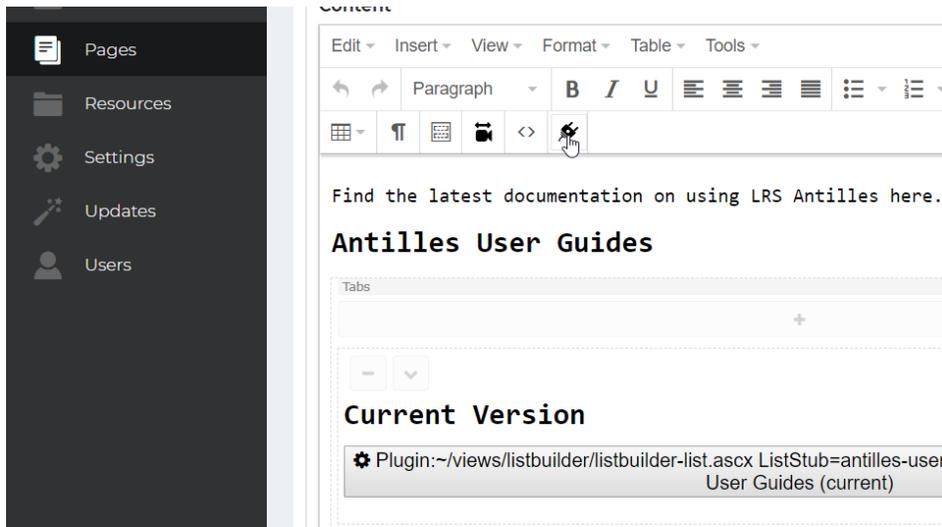


The screenshot shows the "List Builder" interface. The title is "List Builder" and the list is titled "Biographies". Below the title, there is a "Sort" section with a dropdown menu set to "10". The list contains three items, each with an "Edit Item" button and a name:

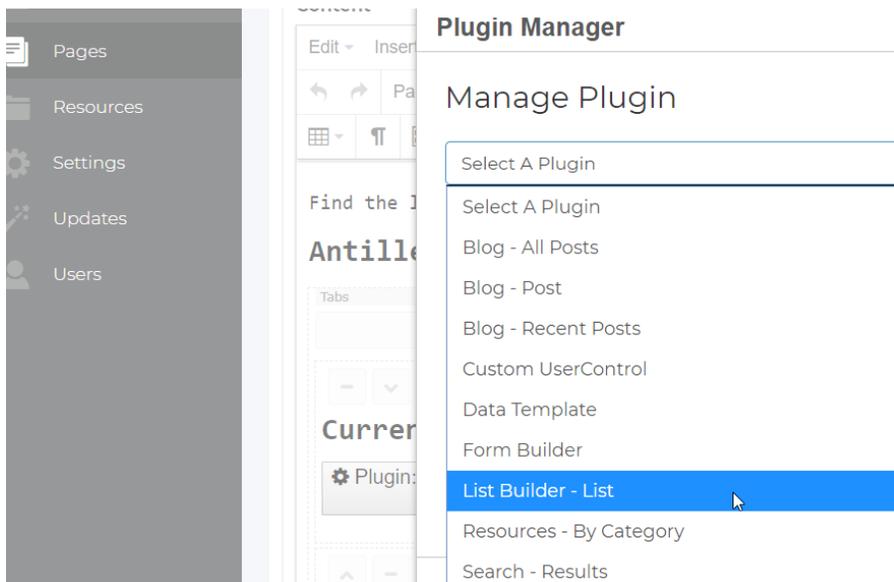
| Sort | Edit Item | Name              |
|------|-----------|-------------------|
| 10   | Edit Item | George Washington |
| 20   | Edit Item | Thomas Jefferson  |
| 30   | Edit Item | Benjamin Franklin |

At the bottom of the list, there is a blue link labeled "Update Sorting" with a mouse cursor pointing at it.

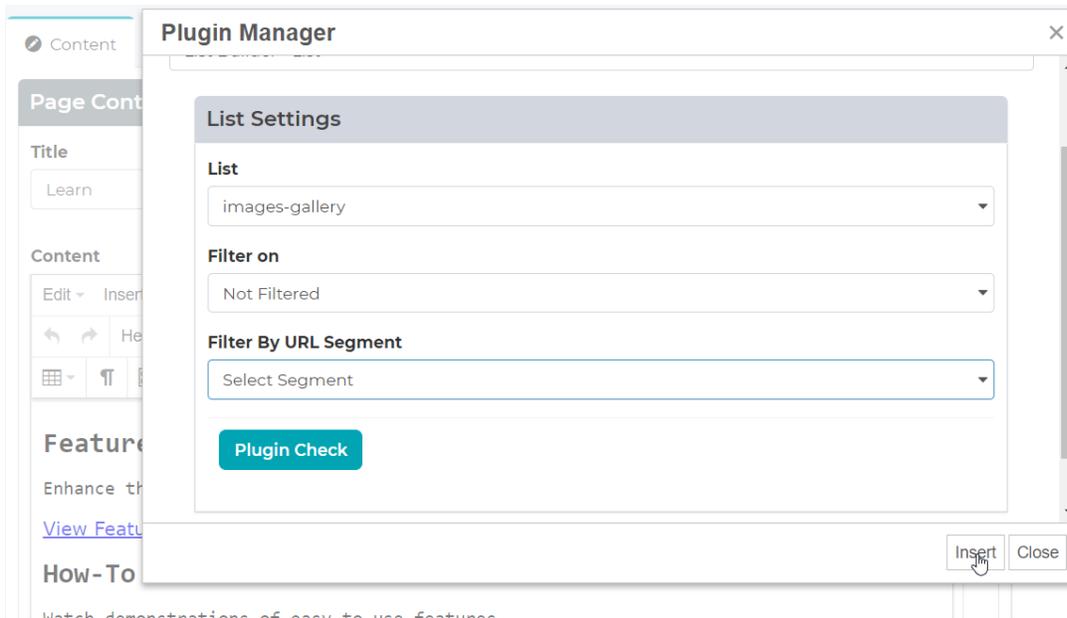
## Step-by-step: Adding a List (Adding the List to a Web Page)



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



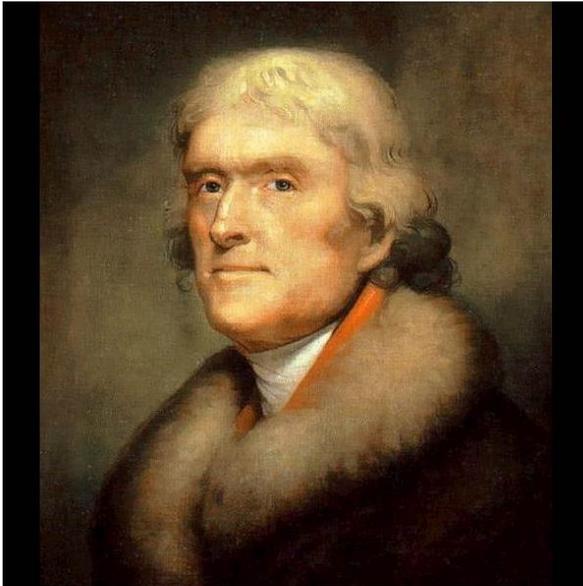
## Step-by-step: Adding a List (Adding the List to a Web Page)



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

### Thomas Jefferson

Thomas Jefferson was the third president



[Read More!](#)

### Benjamin Franklin

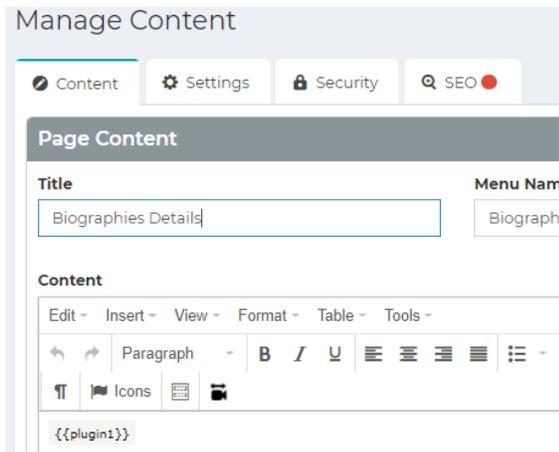
The list of Biographies should now display on the page.

## 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.



Manage Content

Content Settings Security SEO

Page Content

Title: Biographies Details Menu Name: Biograph

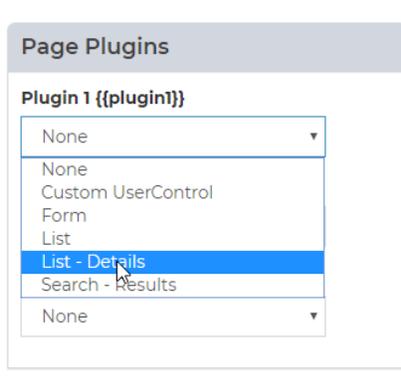
Content

Edit Insert View Format Table Tools

Paragraph B I U

Icons

{{plugin1}}



Page Plugins

Plugin 1 {{plugin1}}

None

None

Custom UserControl

Form

List

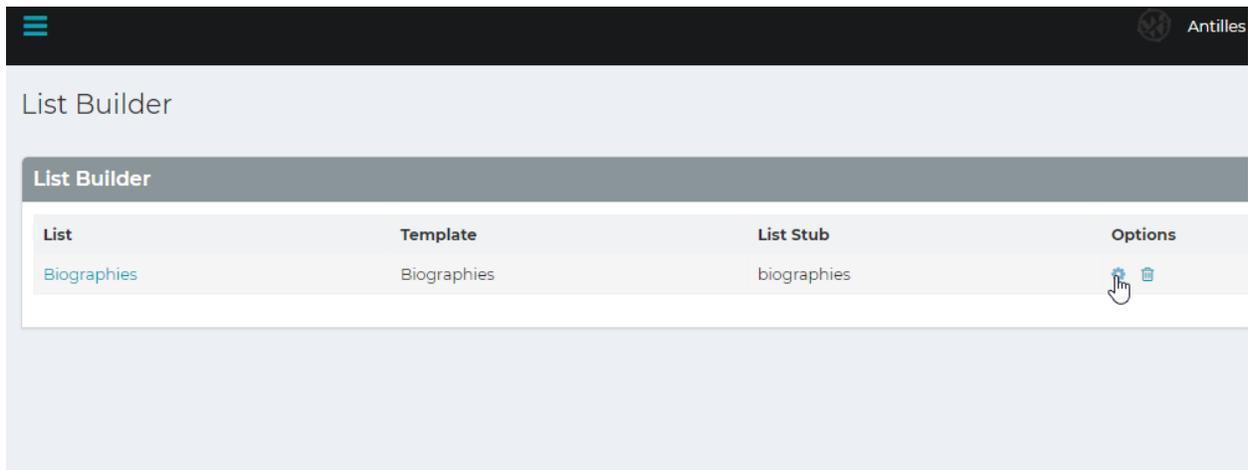
List - Details

Search - Results

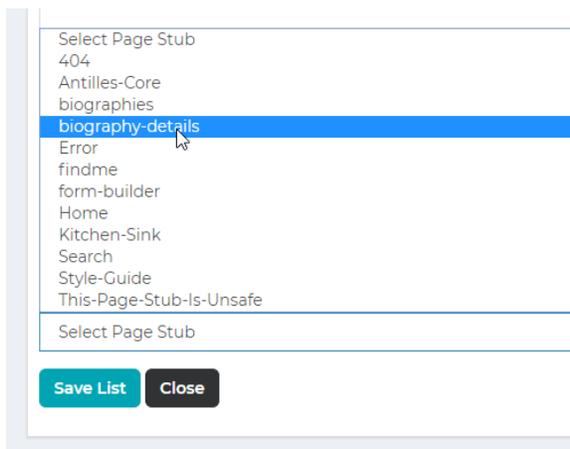
None

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

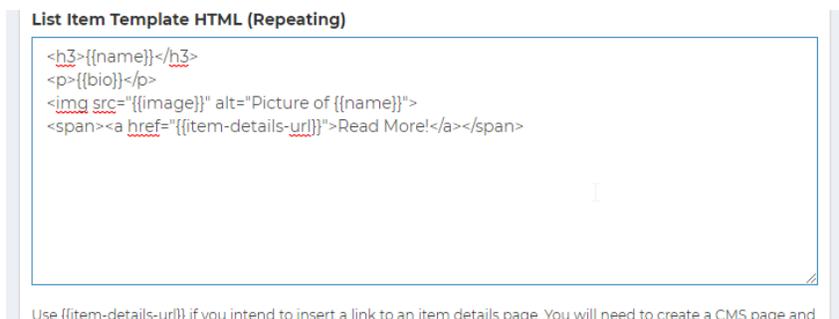
## Step-by-step: Adding a List (Adding a Details Page)



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.



Use `{{item-details-url}}` if you intend to insert a link to an item details page. You will need to create a CMS page and

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

### List Details Template HTML

```
<h1>{{name}}</h1>  
<p>{{full-bio}}</p>
```

### SEO Friendly Details Placeholder (Text Field)

Select SEO Friendly Placeholder

### Details Page

biography-details

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

## Biography Details

### Thomas Jefferson

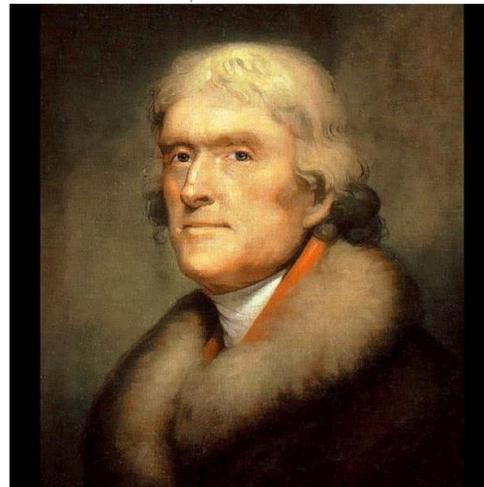
Thomas Jefferson (April 13 [O.S. April 2] 1743 – July 4, 1826) was an American Founding Father who was the principal author of the Declaration of Independence and later served as the third President of the United States from 1801 to 1809. Previously, he was elected the second Vice President of the United States, serving under John Adams from 1797 to 1801. A proponent of democracy, republicanism, and individual rights motivating American colonists to break from Great Britain and form a new nation, he produced formative documents and decisions at both the state and national level. He was a land owner and farmer.

**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.

### Thomas Jefferson

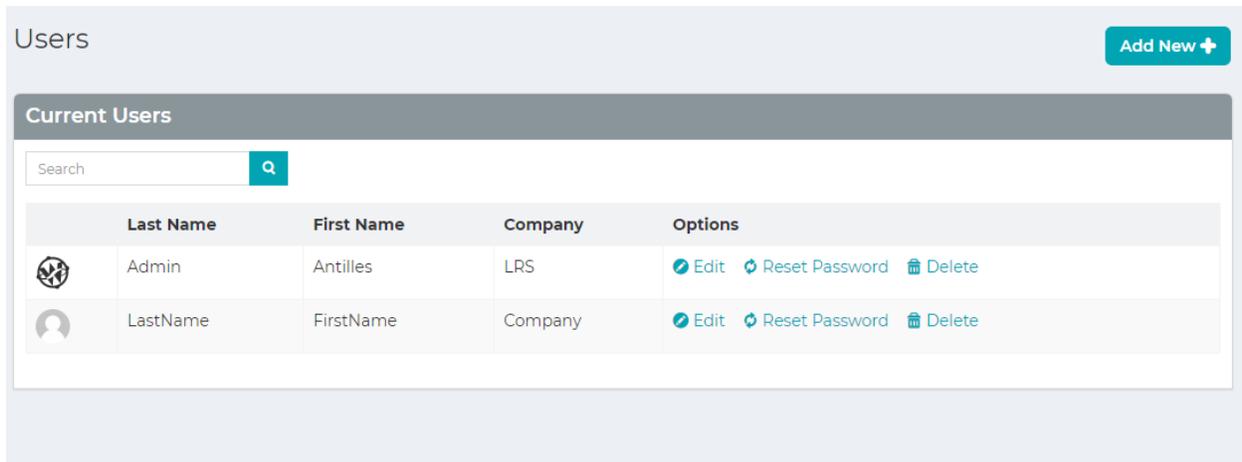
Thomas Jefferson was the third president



Read More!

### Benjamin Franklin

# Users



The screenshot displays the 'Users' module interface. At the top right, there is an 'Add New +' button. Below it, a 'Current Users' section features a search bar with a magnifying glass icon. The main content is a table with the following structure:

|   | Last Name | First Name | Company | Options  |
|---|-----------|------------|---------|--|
|  | Admin     | Antilles   | LRS     | <a href="#">Edit</a> <a href="#">Reset Password</a> <a href="#">Delete</a> |
|  | LastName  | FirstName  | Company | <a href="#">Edit</a> <a href="#">Reset Password</a> <a href="#">Delete</a> |

## 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

**Account Info**

Status  
Active

First Name

Last Name

Email

Company

Password

Generate Password

**2-Step Verification**

Require 2-step verification

**User Roles**

**Administrative Roles**

Admin

Employee

No Access

**Additional Roles**

Content Editor

Content Publisher

Developer

Registered User

**Require Password Change**

Interval (Days)

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



| Roles             |  |
|-------------------|--|
| Role              |  |
| Admin             |  |
| Content Editor    |  |
| Content Publisher |  |
| Developer         |  |
| Employee          |  |
| Registered User   |  |

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

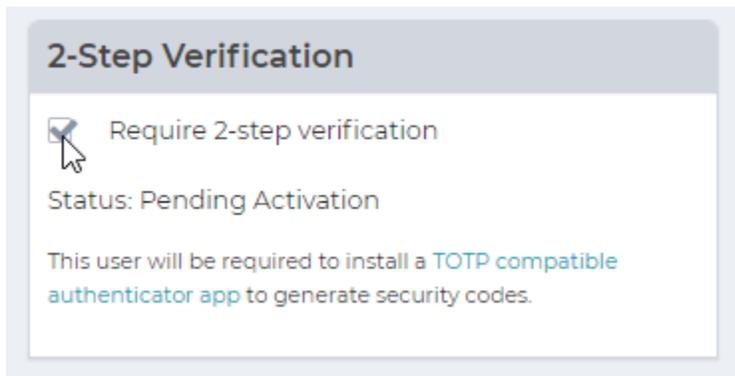
| Date               | Application | Action                                 | User               |
|--------------------|-------------|--|--------------------|
| 2/22/2018 11:32 PM | Users       | User wsmail@lrs.com Logged In          | Public             |
| 2/22/2018 11:12 PM | Pages       | Page Biography Details Saved / Updated | Antilles Admir [2] |
| 2/22/2018 11:12 PM | Pages       | Page Biography Details Saved / Updated | Antilles Admir [2] |
| 2/22/2018 11:10 PM | Pages       | Page Biography Details Saved / Updated | Antilles Admir [2] |
| 2/22/2018 11:08 PM | Pages       | Page Biographies Saved / Updated       | Antilles Admir [2] |
| 2/22/2018 11:08 PM | Pages       | Page Biographies Saved / Updated       | Antilles Admir [2] |
| 2/22/2018          | Pages       | Page Biographies Saved / Updated       | Antilles Admir     |

*“The locksmith told him that locks are on doors only to keep honest people honest.”*

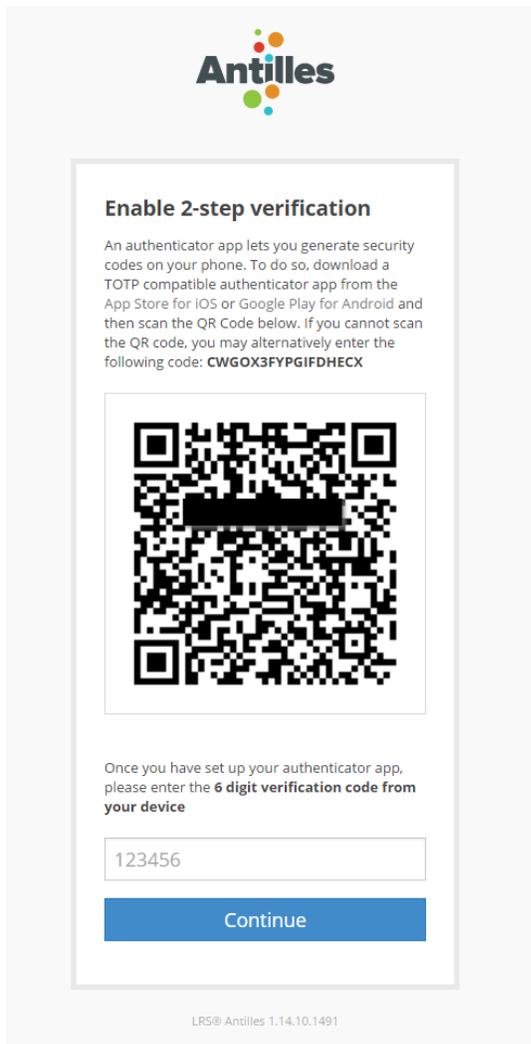
Checking to see who is accessing your website information is important. While data is encrypted, and measures are taken to prevent unauthorized access, sometimes passwords are leaked through physical documents and data is accessed in other ways.

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



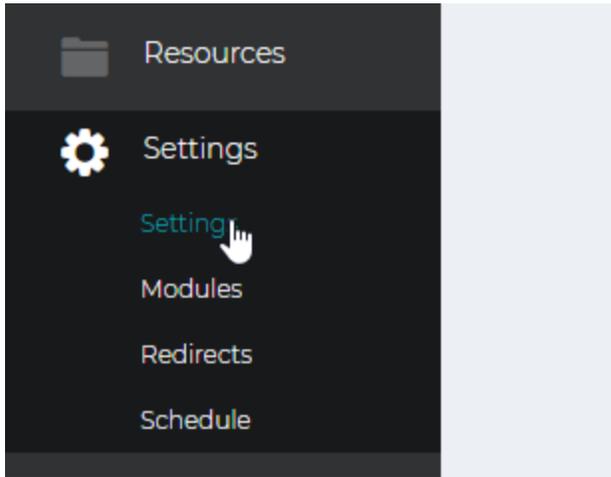
To add 2-Step Verification for an individual user, check the box within the panel labeled “2-Step Verification”. Once that box is checked, the user will be prompted to configure their 2-Step Verification once they login to their account in Antilles for the first time.



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

The screenshot shows the 'General' settings tab in the Antilles Core interface. It features a navigation bar with tabs for General, Appearance, Email, Security, SEO, and Integrations. The main content area is divided into four panels:

- General:** Site Name (Antilles), Base Domain (antilles.me), Theme Name (material-LRS), Menu Levels (2), and an unchecked checkbox for 'Enable Workflow for Publishing'.
- Social Media:** Fields for Facebook Account, Twitter Account, Google+ Account, and LinkedIn Account.
- Google reCAPTCHA:** Fields for Site Key and Secret Key, with a link to 'Sign up for an API key pair'.
- Site Search:** A dropdown menu for 'Search Engine' set to 'LRS CMS Search' and a note: 'Your site is now using the LRS CMS Search.'

- **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

The screenshot shows the 'Appearance' settings panel. It has a top navigation bar with tabs: General, Appearance (selected), Email, Security, SEO, and Integrations. The main content is divided into three columns:

- Icons:** Contains three sections: 'Favicon' with a blue robot icon and a 'Choose File' button; 'Apple Touch Icon' with an orange star icon and a 'Choose File' button; and 'MS Application Icon' with an orange star icon and a 'Choose File' button. A tooltip 'No file chosen' is visible over the Apple Touch Icon button.
- Dimensions:** Contains three input fields: 'Maximum Content Image Width' (1280 px), 'Maximum Content Image Height' (1024 px), and 'Maximum Thumbnail Image Width' (200 px).
- Colors:** Contains one section: 'Windows Tile Color' with a grey color swatch and a text input field containing '#bababa'.

- **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

The screenshot displays the 'Email' settings page. At the top, there are navigation tabs: General, Appearance, Email (selected), Security, SEO, and Integrations. The main content area is divided into three panels:

- SMTP Server:** Contains input fields for 'Mail Server', 'SMTP Username', 'SMTP Password', and 'SMTP Port'. A 'Test SMTP Settings' button is located at the bottom of this panel.
- Email Certificate:** Features an 'S/MIME Email Certificate' section with a 'Choose File' button and the text 'No file chosen'. Below this, it shows 'Valid until: 1/3/2019' with links for 'View' and 'Remove'.
- Default Addresses:** Includes an 'Admin Email' field with the value 'person@address.com' and an 'Email From' field with the value 'no-reply@lrswebsolutions.com'.

- **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

The screenshot shows the 'Security' settings panel. At the top, there are four tabs: 'General', 'Appearance', 'Email', and 'Security'. The 'Security' tab is active. Below the tabs, there is a section titled 'Users'. Under 'Users', there is a 'Max Login Attempts' field with the value '5'. Below that, there is a checkbox labeled 'Require Two Factor (TFA / 2FA) on new accounts' which is currently unchecked.

- **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

The screenshot shows the SEO settings interface with the following content:

**Meta Tags**

- Default Meta Title** <title>: Photobot Studios
- Default Meta Keywords** <meta name="keywords">: LRS, Content Manager, Demo
- Default Meta Description** <meta name="description">: This is a default description.
- Default Meta Extras**: (Empty text area)

**Text Files**

**Robots.txt**

```
User-agent: *
Allow: /
Disallow: /antilles/
Disallow: /App_Code/
Disallow: /Bin/

User-agent: Mediapartners-Google
Allow: /
```

**Humans.txt**

```
# humanstxt.org/
# The humans responsible & technology colophon

# TEAM

LRS® Web Solutions
Site: http://www.lrswebsolutions.com/
Twitter: @lrswebsolutions
```

- **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.

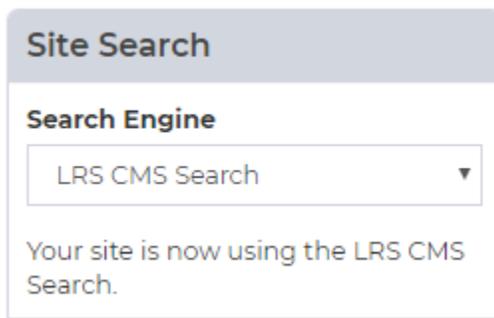
## Integration Settings

The screenshot shows the 'Integrations' settings page. It features a navigation bar with tabs for General, Appearance, Email, Security, SEO, and Integrations. The Integrations tab is selected. The settings are organized into several sections: Google (with fields for Analytics ID, Tag Manager ID, Maps API Key, and Verification ID), Git (with fields for Repo URL, Login, Password, Branch, and an 'Enable Git for Updates' checkbox), Azure Blob Storage (with a dropdown for Resource Storage Provider and fields for Account Name, Key, EndPointSuffix, and Default Container), and Bing (partially visible at the bottom).

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](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](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

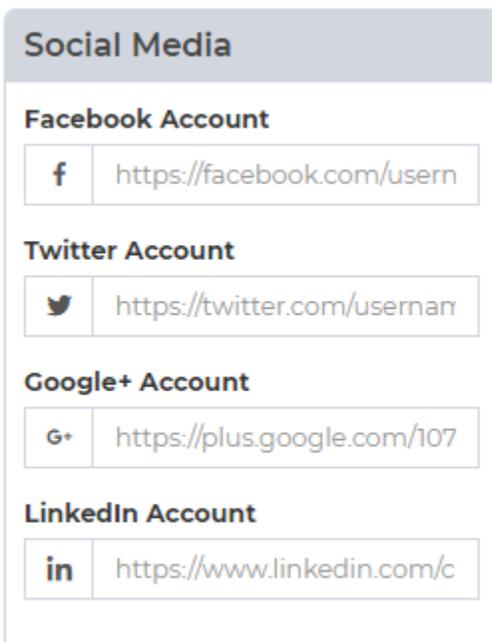


The screenshot shows a 'Site Search' settings panel. At the top, the title 'Site Search' is displayed in a grey header. Below this, the section 'Search Engine' contains a dropdown menu with 'LRS CMS Search' selected. A message below the dropdown states: 'Your site is now using the LRS CMS Search.'

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



The screenshot shows a 'Social Media' settings panel. It contains four sections, each with a social media icon and a text input field for a URL:

- Facebook Account:** Icon 'f', URL 'https://facebook.com/usern'
- Twitter Account:** Twitter bird icon, URL 'https://twitter.com/usernar'
- Google+ Account:** 'G+' icon, URL 'https://plus.google.com/107'
- LinkedIn Account:** 'in' icon, URL 'https://www.linkedin.com/c'

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 Settings

General Appearance Email Security

#### Site Lock

**Site PIN (5 characters)**

**Locked Message**

Sorry, this site has been closed down as it was originally a demo site. Please visit our main site [here!](http://www.getantilles.com)

Enable Site Lock



#### PIN Required

Sorry, this site has been closed down as it was originally a demo site. Please visit our main site [here!](#)

If you have an Antilles account, you can [sign-in with your account](#) to unlock this site.

[Unlock](#)

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.

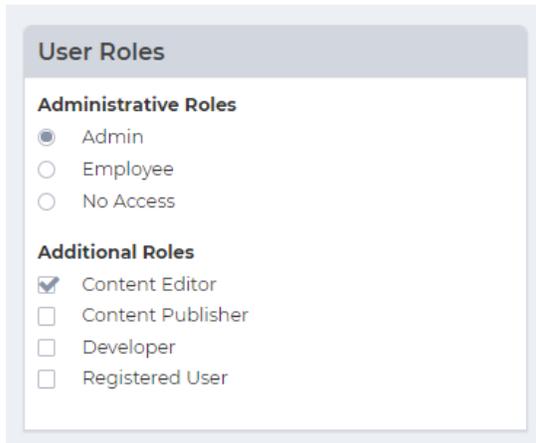
## Enabling Workflow

The screenshot displays the 'General' settings page in the Antilles Core Settings interface. On the left is a dark sidebar menu with the following items: Feed Reader, Form Builder, List Builder, Pages, Payment Center, Resources, Settings (highlighted), Settings, Modules, Redirects, Schedule, SSL Manager, and Updates. The main content area is titled 'General' and contains several settings:

- Site Name:** A text input field containing 'Antilles'.
- Base Domain:** A text input field containing 'antilles.me' with a red squiggly underline under the domain part.
- Theme Name:** A text input field containing 'material-LRS'.
- Menu Levels:** A text input field containing the number '2'.
- Enable Workflow for Publishing:** A checkbox that is checked, with a mouse cursor hovering over it. The text 'Enable Workflow for Pul' is partially visible next to the checkbox.

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)



The screenshot shows a 'User Roles' configuration window. Under 'Administrative Roles', the 'Admin' radio button is selected. Under 'Additional Roles', the 'Content Editor' checkbox is checked, while 'Content Publisher', 'Developer', and 'Registered User' are unchecked.

**Content Editor**



The screenshot shows a 'User Roles' configuration window. Under 'Administrative Roles', the 'Admin' radio button is selected. Under 'Additional Roles', both 'Content Editor' and 'Content Publisher' checkboxes are checked, while 'Developer' and 'Registered User' are unchecked.

**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

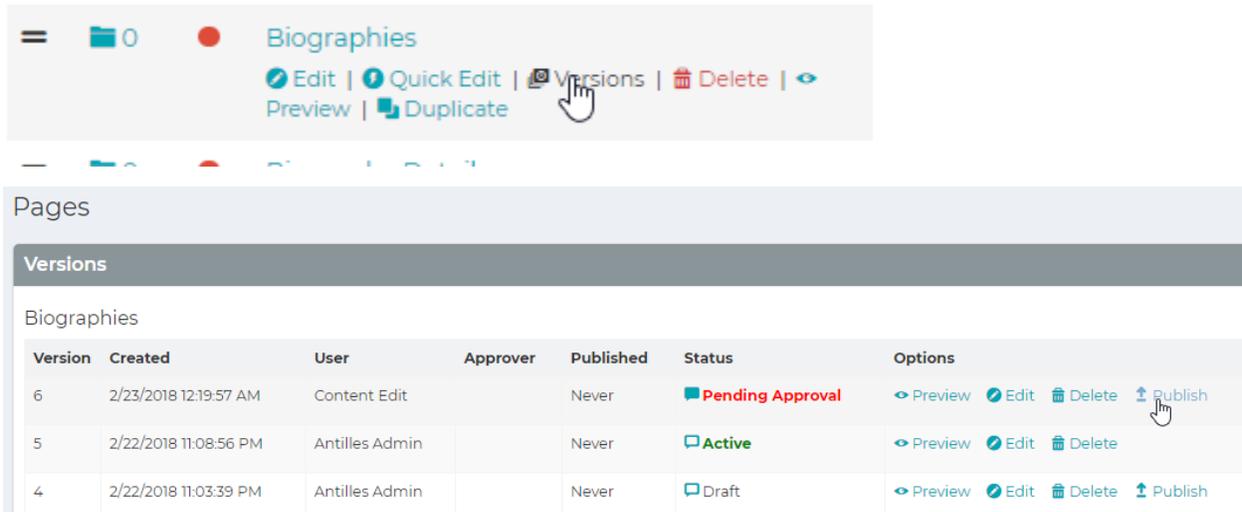
The screenshot shows a content editor interface. At the top, there is a menu bar with options: Edit, Insert, View, Format, Table, and Tools. Below the menu is a toolbar with various icons for text formatting (bold, italic, underline), alignment, list creation, and other editing functions. The main content area contains a placeholder `{{plugin1}}` and the text "This line of content is pending approval". At the bottom of the content area, it shows "P \* STRONG" and "8 WORDS". Below the content area, there is a checkbox labeled "Submit for Approval" which is checked. Below this checkbox is a section titled "Approval Request" with a question mark icon. The text in this section reads: "An approval request to publish this content will be sent to the selected approver. Any previous approval requests for this page will be cancelled. To save this page as a draft and request approval later, un-check the 'Submit for Approval' box. Please select the content approver you would like to review and publish this content." Below this text are two radio buttons: "FirstName LastName" (unselected) and "Antilles Admin" (selected). Below the radio buttons is a section titled "Comment" with a text input field containing the text "Please review the attached changes for publishing".

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)



The screenshot shows the 'Biographies' page in the Antilles Core system. The top navigation bar includes a menu icon, a folder icon with '0', and the page title 'Biographies'. Below the title are several action buttons: 'Edit', 'Quick Edit', 'Versions', 'Delete', 'Preview', and 'Duplicate'. A hand cursor is pointing at the 'Versions' button. Below the navigation bar is a 'Pages' section with a 'Versions' sub-section. The 'Versions' section displays a table of three versions of the page:

| Version | Created               | User           | Approver | Published | Status           | Options                     |
|---------|-----------------------|----------------|----------|-----------|------------------|-----------------------------|
| 6       | 2/23/2018 12:19:57 AM | Content Edit   |          | Never     | Pending Approval | Preview Edit Delete Publish |
| 5       | 2/22/2018 11:08:56 PM | Antilles Admin |          | Never     | Active           | Preview Edit Delete         |
| 4       | 2/22/2018 11:03:39 PM | Antilles Admin |          | Never     | 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)

| Author | Published             | Status   | Options  |
|--------|-----------------------|--|--|
| Admin  | 2/23/2018 12:28:28 AM |  Active |  Preview  Edit |
|        | Never                 |  Draft  |  Preview  Edit |
|        | Never                 |  Draft  |  Preview  Edit |

Pages

### Previous Comments

-  **Antilles Admin** posted a comment. 2/23/2018 12:30:37 AM  
The changes were great! They've been published
-  **Content Edit** posted a comment. 2/23/2018 12:19:59 AM  
Please review the attached changes for publishing

### Add Comment

Version: 6 | [Show Preview](#)

**Comment**

The changes were great! They've been published

**Email Notification**

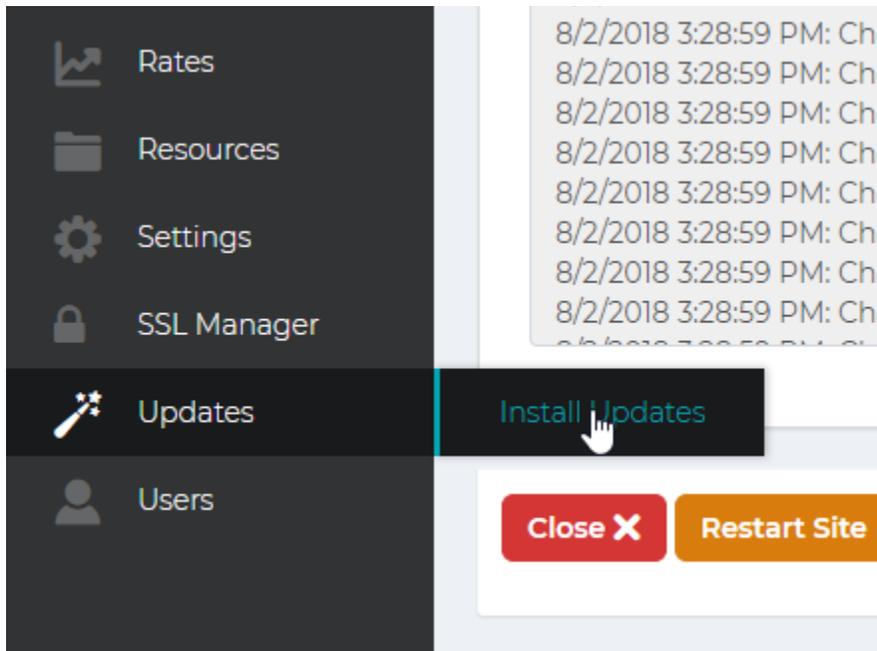
- Antilles Admin
- Content Edit

[Close X](#) [Save](#)

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.

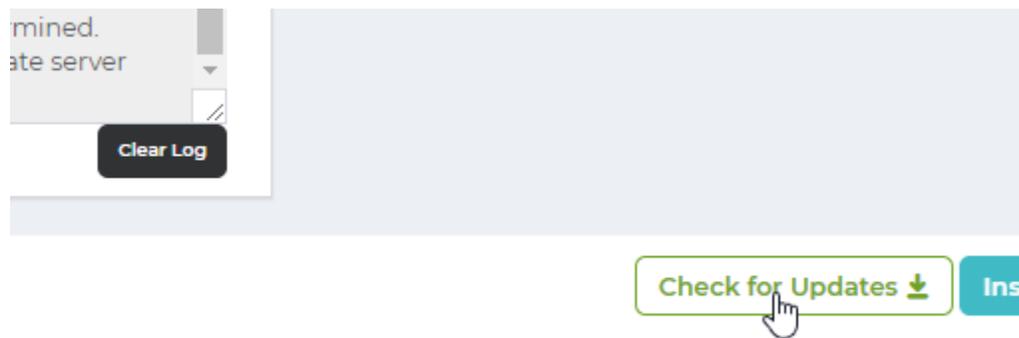
# Antilles Updates



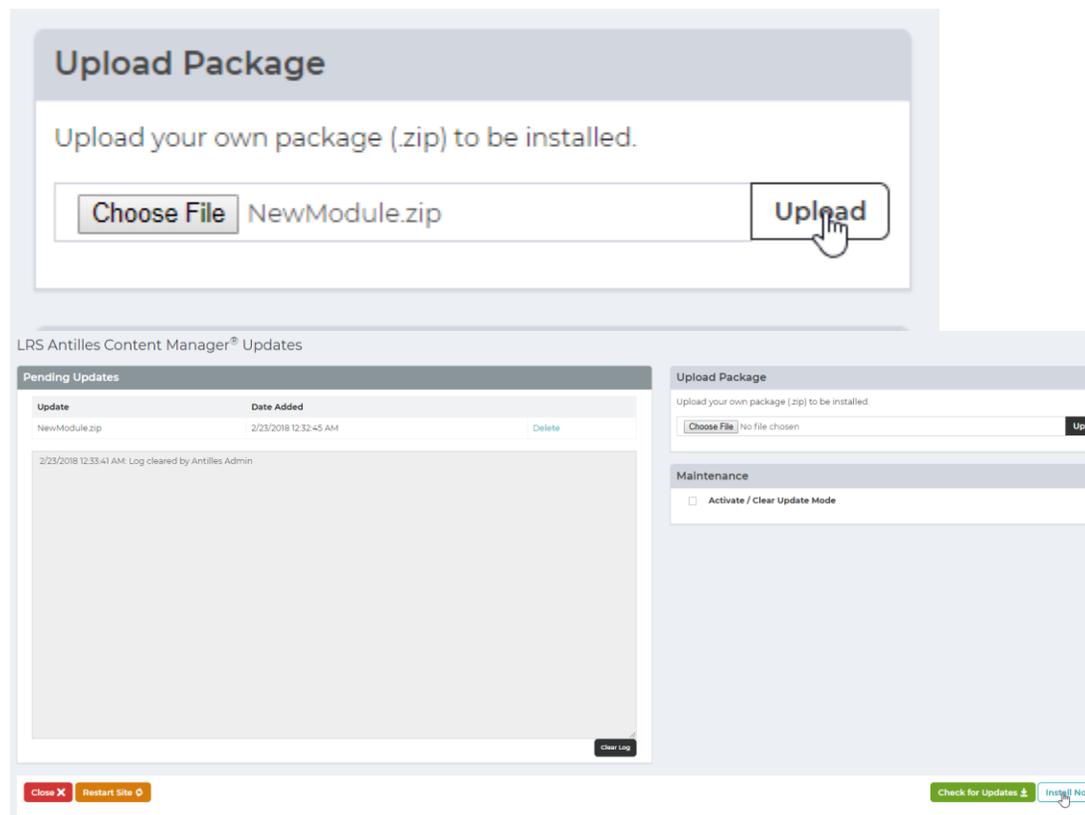
## Updates:

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.**

**These updates will also include core Antilles updates, which take significantly more time to install!**