



Antilles

VERSION 1.15.0 (BUILD 1505)

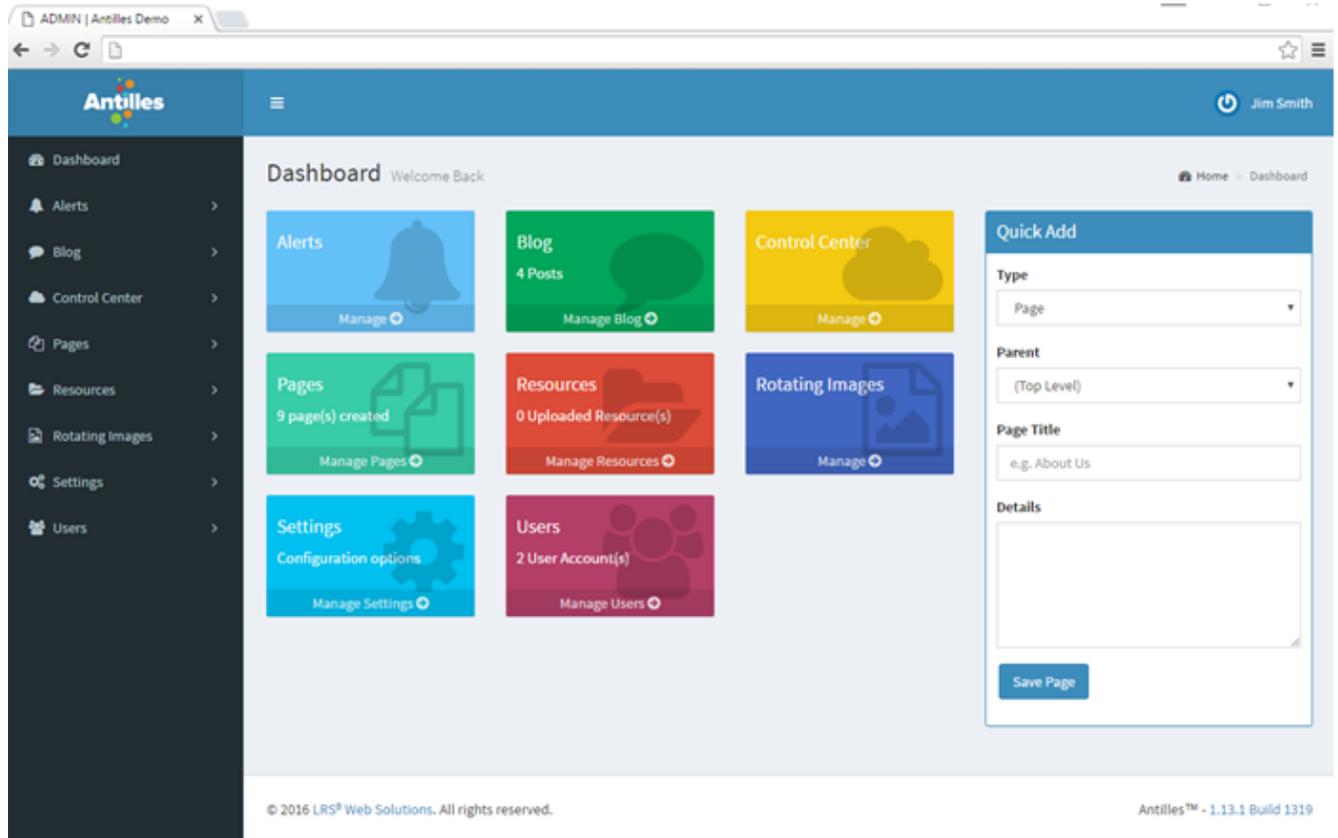
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The Basics of Antilles

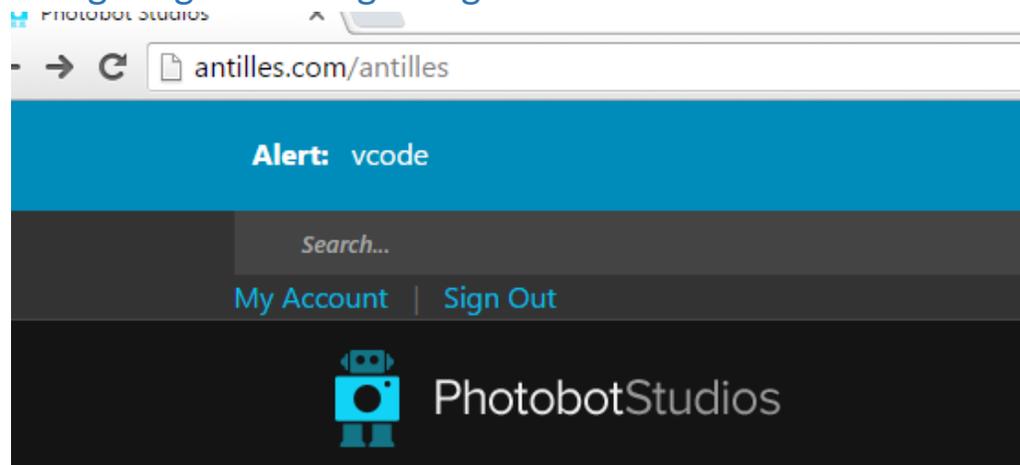
About Antilles™



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



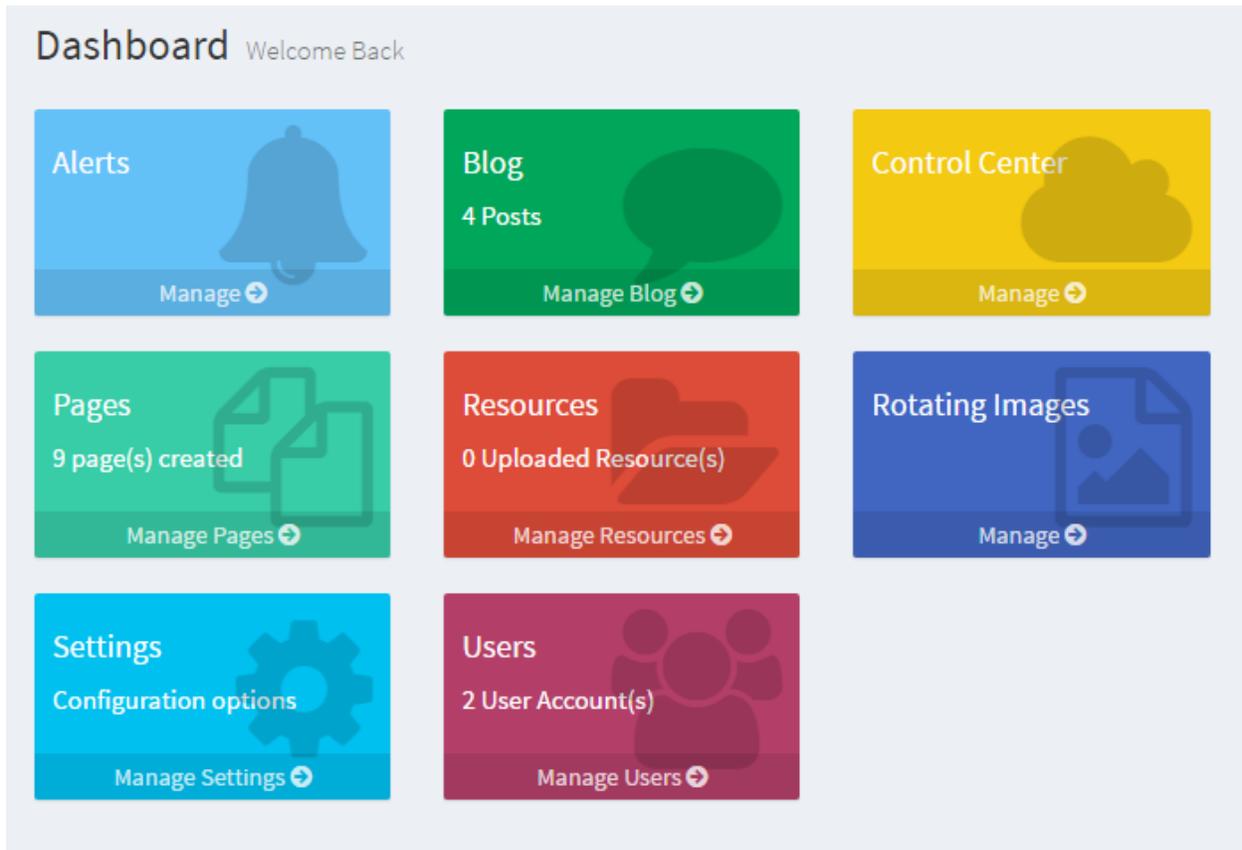
The image shows the Antilles login page. At the top center is the Antilles logo, which consists of the word "Antilles" in a bold, black, sans-serif font, with a cluster of five colored dots (green, red, orange, blue, and yellow) positioned above the letters "i" and "l". Below the logo is a light gray rectangular box containing the login form. The form has two input fields: "Email" and "Password", each with a corresponding text label above it. Below the "Password" field is a link that says "Forgot your password?". To the right of this link is a blue rectangular button with the text "Log In" in white.

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

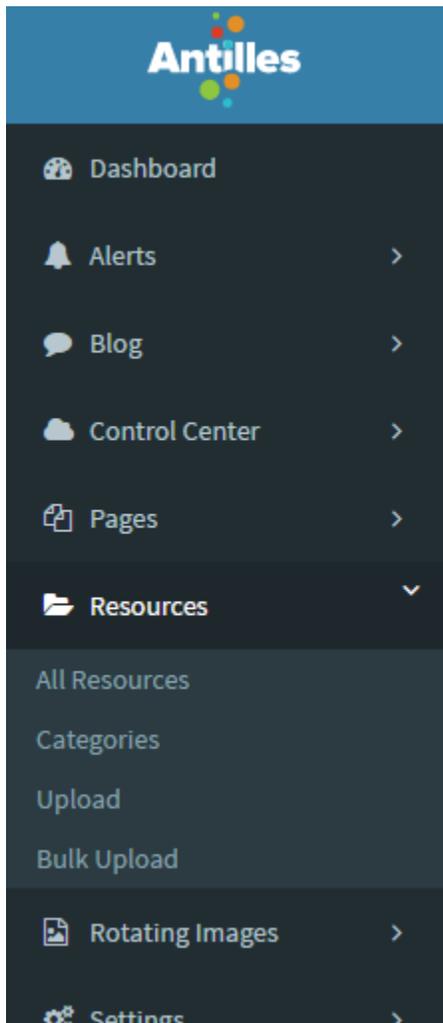


The dashboard is the central location for changing all content associated with your web page using basic or custom modules.

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



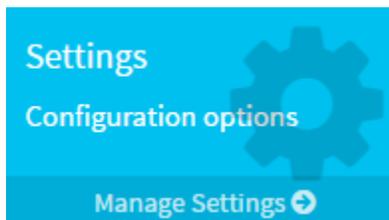
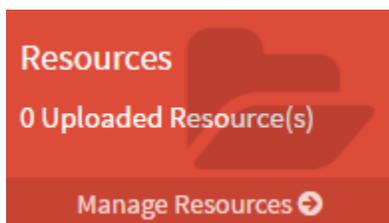
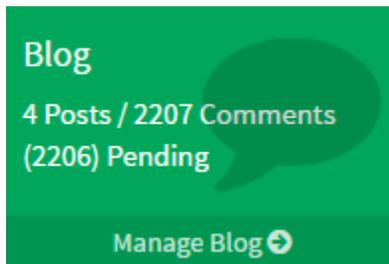
The sidebar is a list of modules that acts as an extension of the dashboard, for users that know exactly what part of a module they want to access.

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



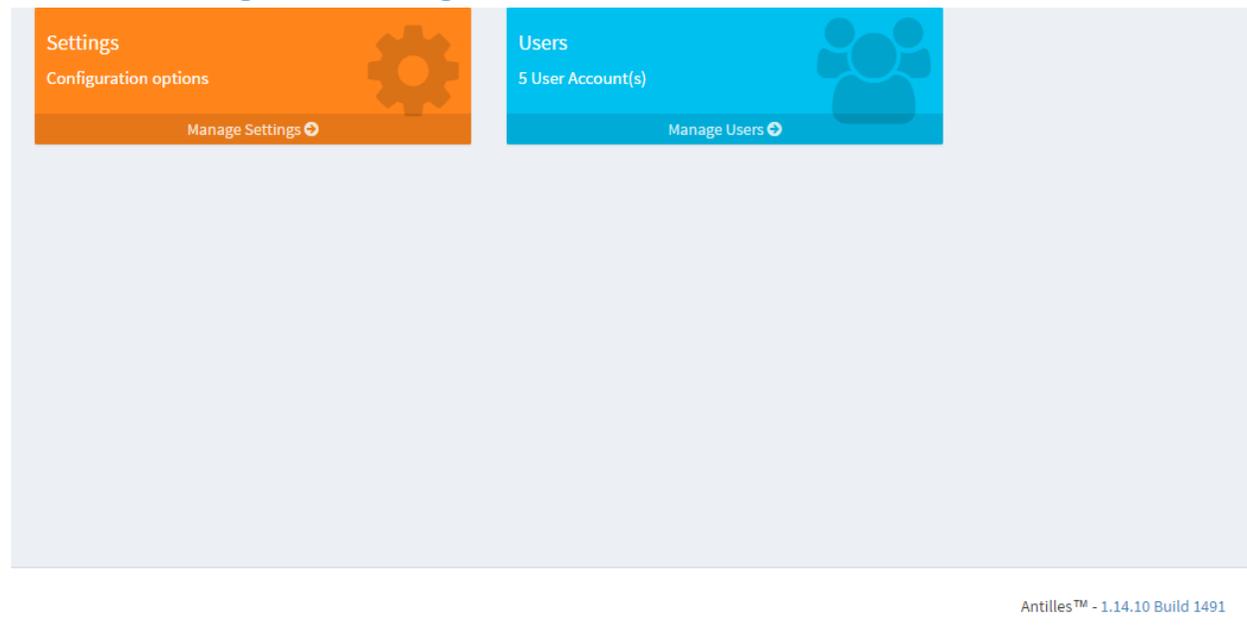
The Core of Antilles

The modules are at the center of Antilles™, and are discussed more in depth in [section 14](#) 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™ - 1.14.10 Build 1491

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
- Updated 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

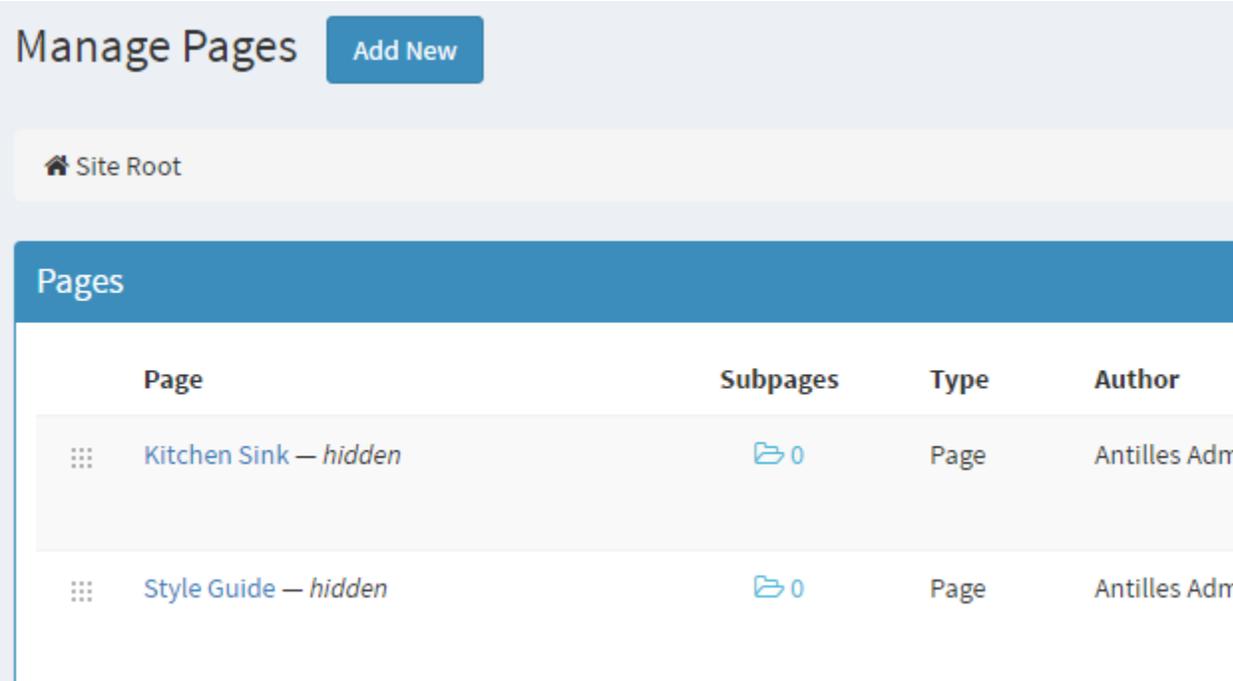
Attribution

- 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



The screenshot shows a 'Manage Pages' interface. At the top left is the text 'Manage Pages' and a blue 'Add New' button. Below this is a breadcrumb trail 'Site Root'. A blue header bar contains the word 'Pages'. Below the header is a table with the following columns: Page, Subpages, Type, and Author. The table contains two rows of data.

Page	Subpages	Type	Author
⋮ Kitchen Sink — <i>hidden</i>	📁 0	Page	Antilles Adm
⋮ Style Guide — <i>hidden</i>	📁 0	Page	Antilles Adm

Pages Module Description:

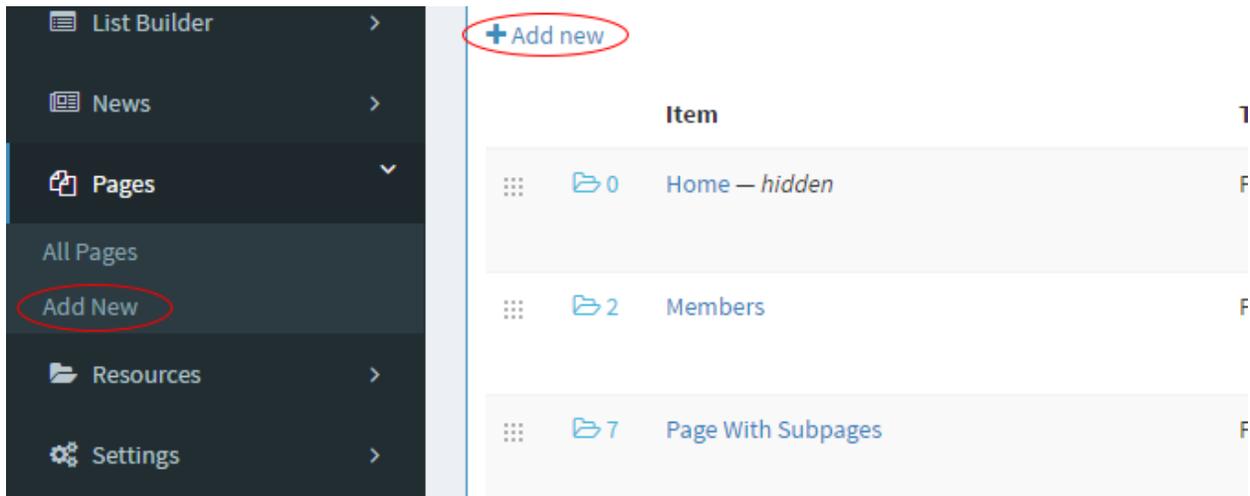
Web pages are the core of your website. A webpage contains all other information your site houses for user navigation. Pages added will automatically be added in the top-level navigation, unless specified in the page settings with the 'Hidden' checkbox.

Adding a Web Page

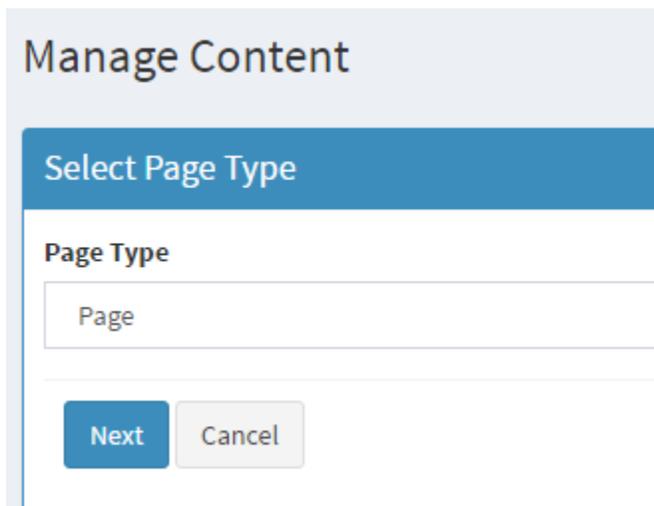
Adding a webpage can be done by either opening the *Pages* module, or from the Add Page sub-item in the left-hand Antilles menu.

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

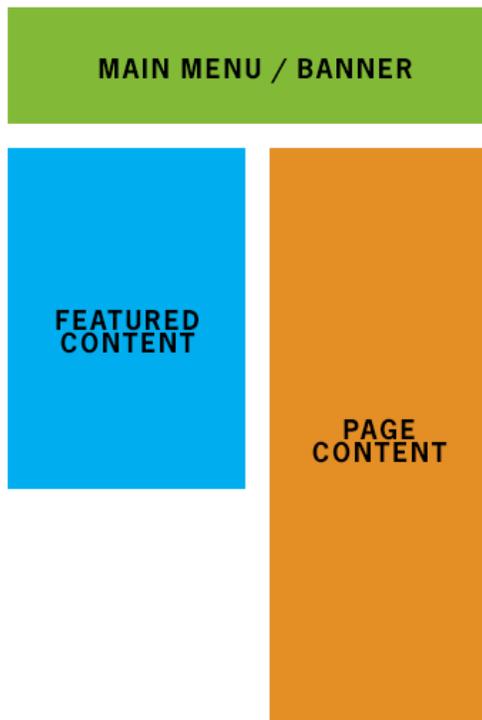
4. For adding a web page, your screen will look something like this

The screenshot shows a web management interface titled "Manage Content". It is divided into two main sections: "Page Content" on the left and "Page Attributes" on the right. The "Page Content" section has a "Title" input field and a "Content" area with a rich text editor toolbar. The "Page Attributes" section contains several fields: "Type" (set to "Page"), "Parent" (set to "(No Parent)"), "Template" (set to "subpage.master"), "Menu Name" (empty), and "Menu Group" (empty). At the bottom of the "Page Attributes" section, there are three checkboxes: "Hide in Menu", "Hide Page Title", and "Open New Window".

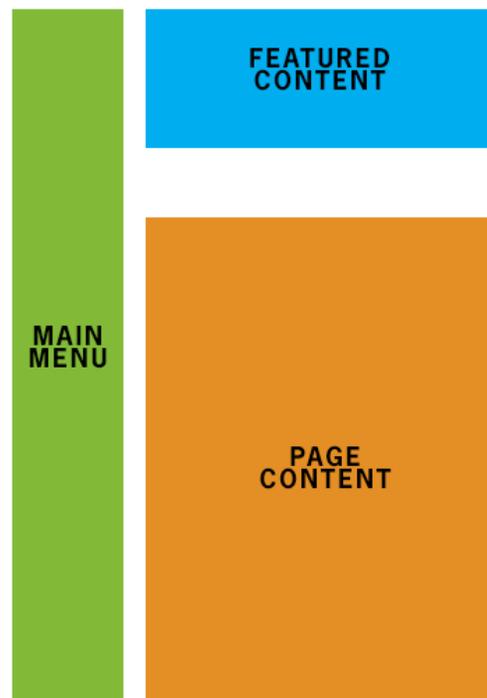
- a. **Title:** This is the title of the new page. It will be displayed at the top of the page unless otherwise specified.
Menu Name is automatically populated with the title of the page title when it is first typed.
 - b. **Content:** What is contained within the bulk of the page.
 - i. Edit -> Paste 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 screenshot displays a configuration interface for optional page content, organized into two main columns. The left column includes a **Security** section with an **Allowed Roles** dropdown menu listing 'Everyone', 'Admin', 'Content Approver', and 'Content Publisher'. Below this is the **Page Metadata** section, which contains four input fields: **Title**, **Keywords**, **Description**, and **Additional Meta Data**. The right column features the **Featured Content** section, which includes a **Featured Image** dropdown menu set to 'No Featured Image' and a **Content** rich text editor with a toolbar containing 'Formats', 'B', 'I', list, link, image, and code icons. At the bottom of the right column, the **Page Plugins** section is partially visible, showing three dropdown menus labeled 'Plugin 1', 'Plugin 2', and 'Plugin 3', each currently set to 'None'.

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 other sections of this guide (Such as List Builder and Forms)

The next few pages briefly discuss these input fields.

Optional Page Content: Plugins

The screenshot shows a user interface for editing page content. On the left, under the heading "Page Plugins", there are three sections: "Plugin 1" with a dropdown menu set to "Blog - All Posts", "Plugin 2" with a dropdown menu set to "None", and "Plugin 3" with a dropdown menu set to "None". On the right, under the heading "Page Content", there is a "Title" field containing the word "Blog". Below the title is a "Content" area with a rich text editor toolbar. The toolbar includes menus for "File", "Edit", "Insert", "View", and "Format", along with icons for undo, redo, link, unlink, bold, italic, and list. The content area contains the placeholder text `{{plugin1}}`.

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

Page Metadata

Title

Keywords

Description

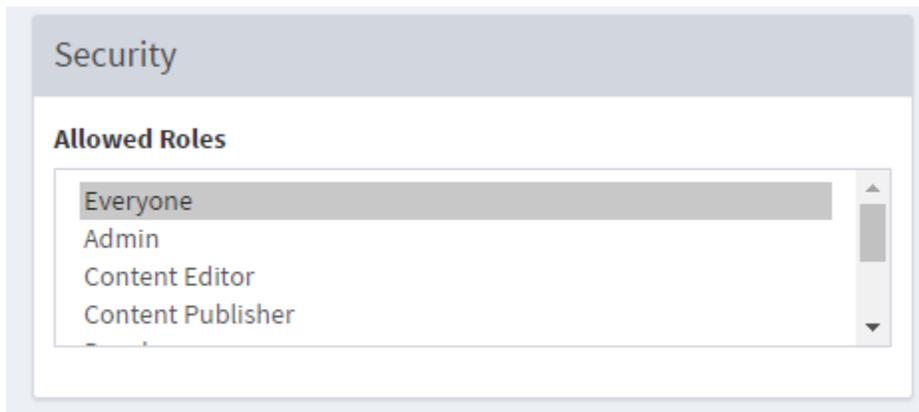
Additional Meta Data

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.

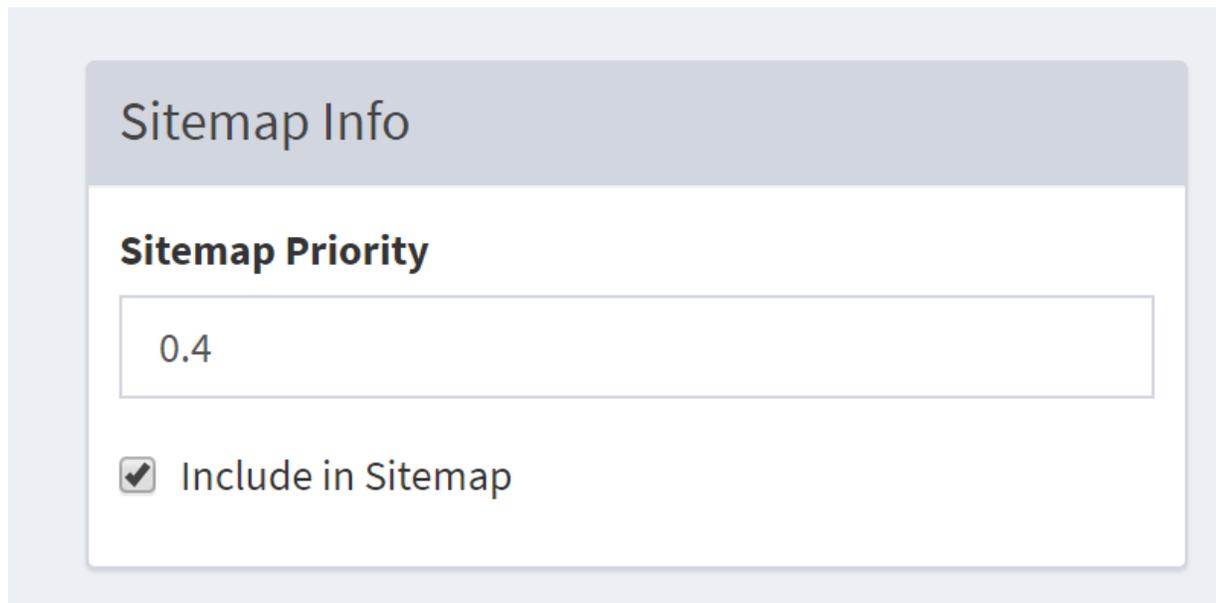
Optional Page Content: Security



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: Sitemap Info



Sitemap Info

Sitemap Priority

0.4

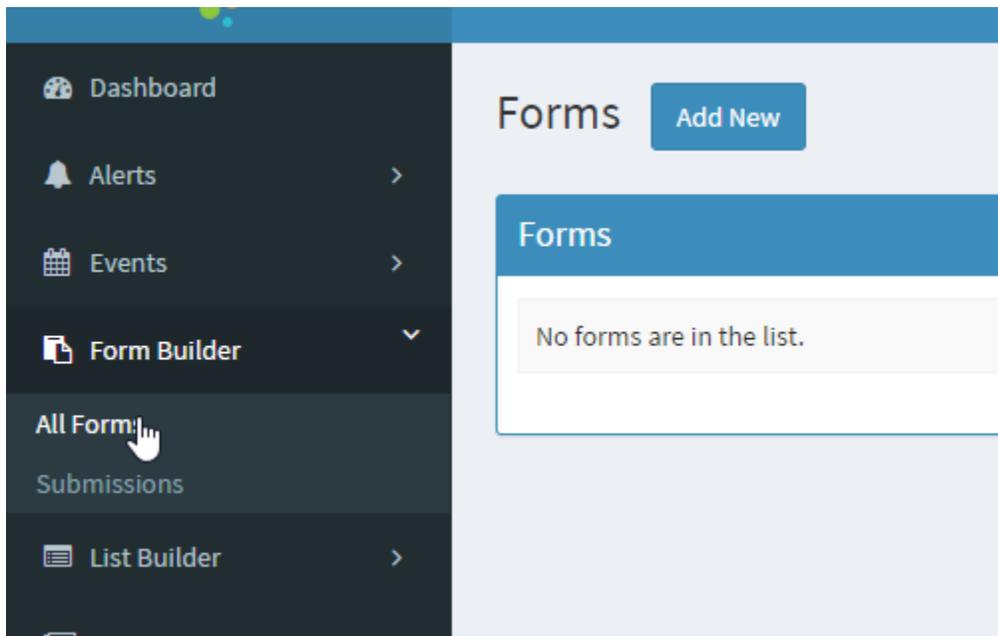
Include in Sitemap

Sitemap Info Description:

The sitemap Info panel contains two pieces of information. The sitemap Priority is a number from 0.0 to 1.0, with 1.0 used for the highest priority pages and 0.0 used for outdated pages. This number is used by search engines to prioritize important pages in search results.

If the “Include in Sitemap” checkbox is checked (It is by default) then the page will be indexed by search engines. Uncheck this box for any pages that are not to be listed in search engine results.

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*

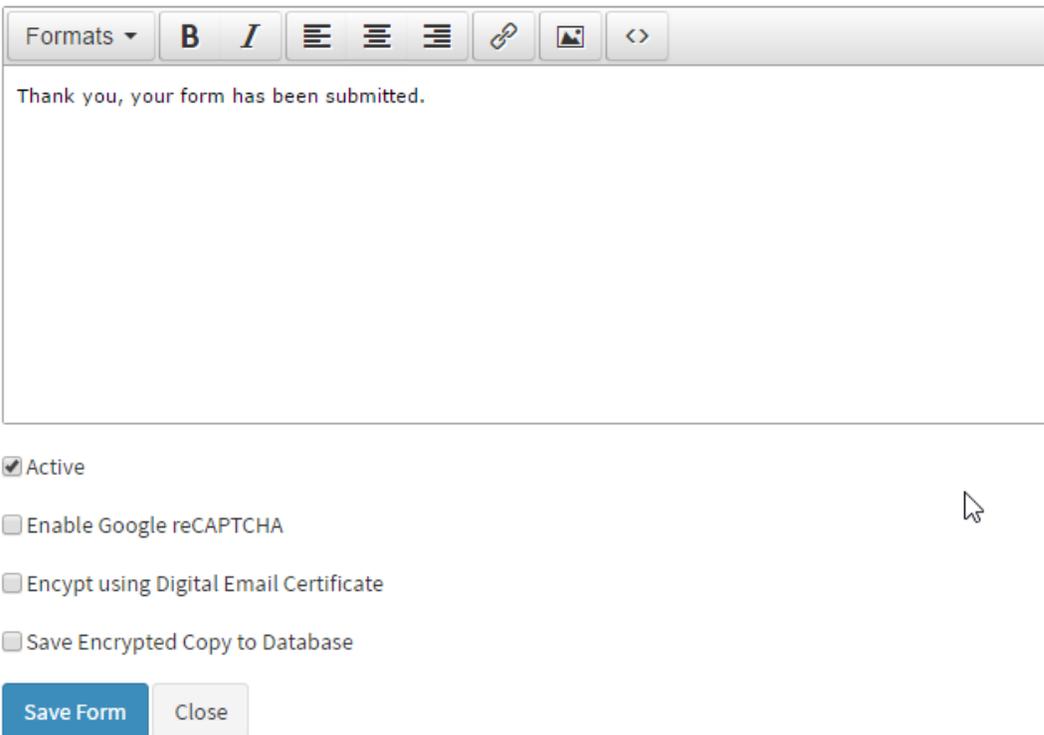
The screenshot displays the 'Forms' management interface. On the left, the 'Form Details' section is active, showing a form titled 'Contact'. It includes three rich text editors: 'Header Text' and 'Footer Text' (both containing the word 'Contact'), and 'Form Submitted Message' (containing 'Thank you, your form has been submitted.'). Each editor has a toolbar with options for bold, italic, text alignment, bulleted and numbered lists, links, images, and source code. On the right, the 'Settings' panel is visible, containing fields for 'Form Stub' (filled with 'contact'), 'Recipient Email(s)' (filled with 'contact@dpfp.com'), and 'Submit Button text' (filled with 'Submit').

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*



Form Submitted Message

Formats ▾ **B** *I* [Bulleted List] [Numbered List] [Indent] [Link] [Image] [Code]

Thank you, your form has been submitted.

Active

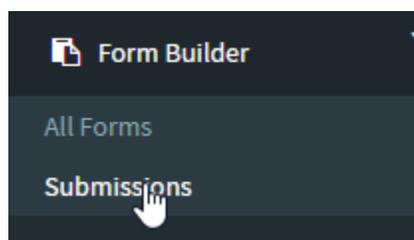
Enable Google reCAPTCHA

Encrypt using Digital Email Certificate

Save Encrypted Copy to Database

Save Form Close

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*.

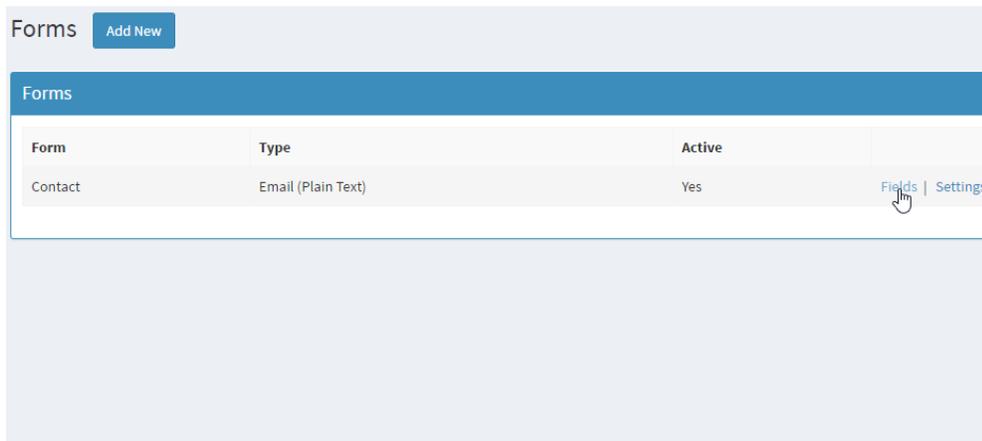


8. Save the form, and start adding sections to the form.

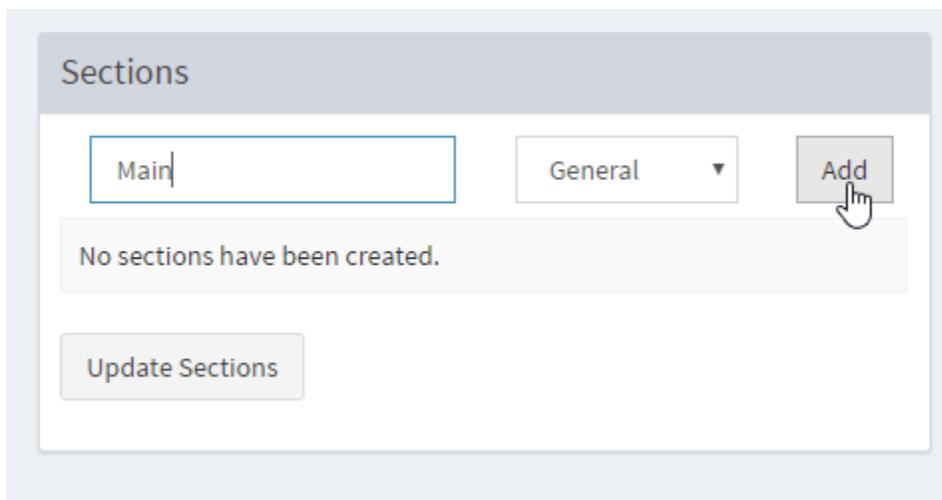
Adding a Form *Step-by-step* (Sections)

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.



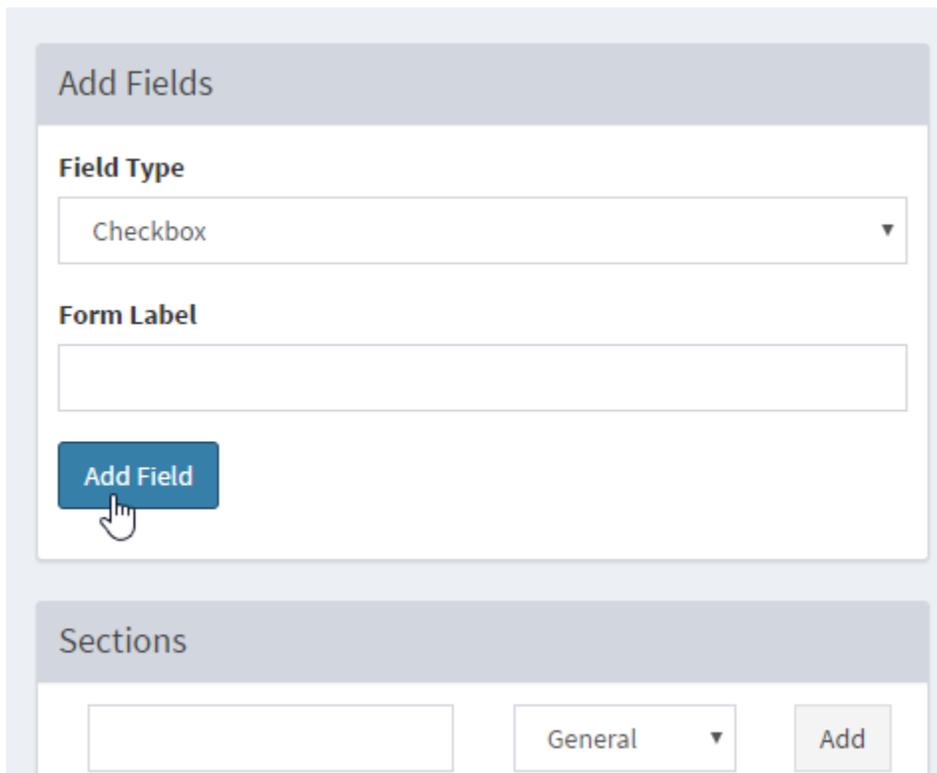
1. Press the Fields link on the right side of the form you want to add a section for.
NOTE: To add a field, you must first add a Section within the form.



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.



The screenshot shows a form builder interface. At the top is a grey header with the text 'Add Fields'. Below this is a white form area. The first section is labeled 'Field Type' and contains a dropdown menu with 'Checkbox' selected. The second section is labeled 'Form Label' and contains an empty text input field. Below the input fields is a blue button with the text 'Add Field' and a hand cursor icon pointing to it. Below the 'Add Fields' section is another grey header with the text 'Sections'. Below this is a white form area with three elements: an empty text input field, a dropdown menu with 'General' selected, and a grey button with the text 'Add'.

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)

Sort	Label	Type	CSS Class	Required	Options
1	First Name	text		<input type="checkbox"/>	Advanced Clone Delete
2	Last Name	text		<input type="checkbox"/>	Advanced Clone Delete
3	(Use advanced mode to edit this snippet)	snippet		<input type="checkbox"/>	Advanced Clone Delete
4	Email	checkbox		<input type="checkbox"/>	Advanced Clone Delete
5	Phone	checkbox		<input type="checkbox"/>	Advanced Clone Delete

Update 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.

Forms

Field Options

Section
Joint Application Or Other Party Information

Type
Radio Buttons

Label
Alimony, child support, or separate maintenance income need not be revealed if you do not wish to have i

CSS Class
full last

Option Values (| delimited)
Court Order|Written Agreement|Oral Understanding

Default Value

Options

Sort Order
31

Validate

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

The screenshot shows a configuration panel titled "Field Options" with a blue header. It contains several input fields for configuring a form field:

- Section:** A text input field containing "Main".
- Type:** A text input field containing "Radio Buttons".
- Label:** A text input field containing "States".
- CSS Class:** An empty text input field.
- Option Values (| delimited):** A text input field containing "Choose One|Male|Female|Differ".
- Default Value:** A text input field containing "Choose One".

At the bottom of the panel are two buttons: "Update Field" (highlighted with a mouse cursor) and "Close".

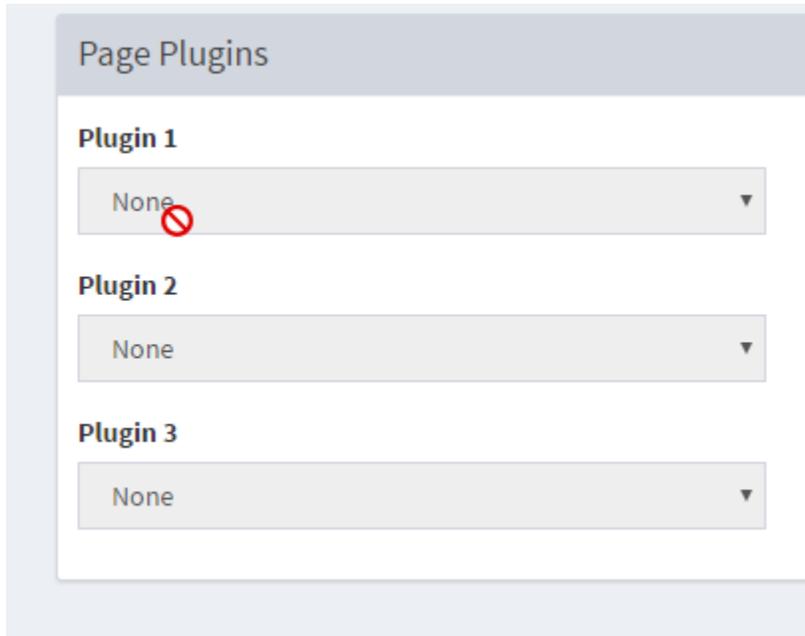
- **Label:** Label is simply what will appear before the radio buttons within the page.
- **CSS Class:** This is how the list will be styled, and for the more tech savvy it is the class that will be used to style the form field. Fields can have multiple classes. Separate classes with spaces like shown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

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

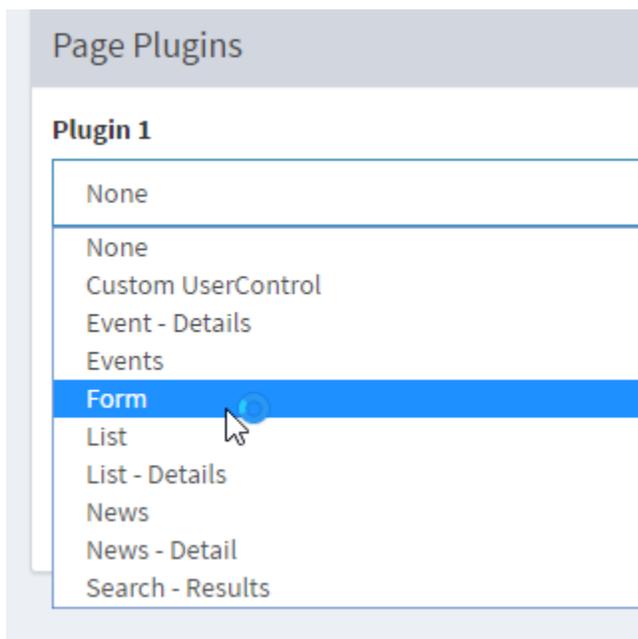
- **Option Values:** These are the different radio buttons that can be clicked on, and should be separated with the | character. This is just above the enter button on most keyboards on the shifted backslash key.
- **Default Value:** This is for a field that has a preselected field. When the form loads,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

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

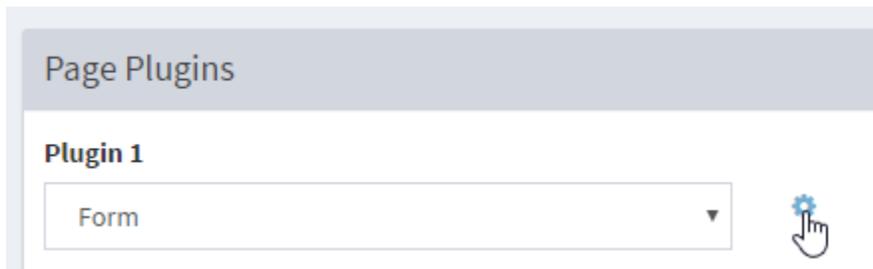
To add a Form to the site, first a page must exist to house the form (See Add a Page on 16). Once the web page is added and ready, edit the page and go to the panel labeled Plugins and select Form.



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

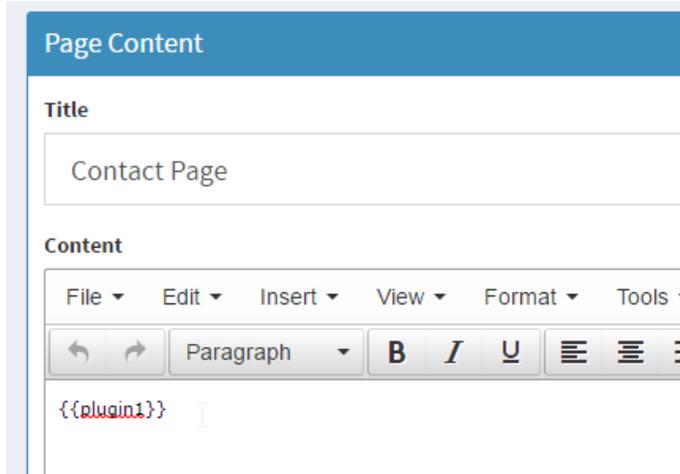
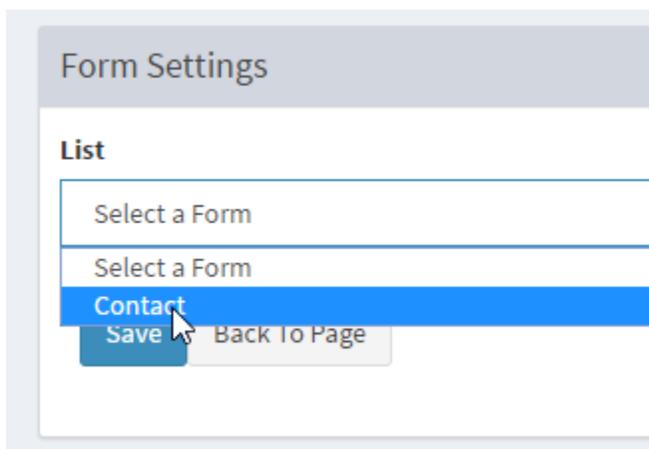


Adding a Form *Step-by-step* (Add to Page)



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 [Create List](#)

List	Template	List Stub	Option
Basic Accordion	Basic Accordion	basic-accordion	 
Basic Tabs	Basic Tabs	basic-tabs	 
Business Banking	Subpage Banner	subpage-banner	 
Contact Us	Subpage Banner	subpage-banner	 
Homepage Banners	Homepage Banners	homepage-banners	 
Information Desk	Subpage Banner	subpage-banner	 
Online Services	Subpage Banner	subpage-banner	 

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)

The screenshot shows the 'List Builder' interface. At the top, there is a 'List Builder' header with a 'Create List' button. Below this, there is a 'List Builder' section with a 'List' field and a 'Banner Nav' field. The main area is titled 'List Builder' and contains a 'Template' section with instructions on how to use an HTML template. Below the instructions, there is a 'List Name' field with the value 'Biographies'. Underneath, there is a 'Header Template HTML' field with the text 'Here is a list of biographies'. On the right side, there is a 'Settings' panel with a 'List Stub' field containing 'biographies', a 'Placeholder Fields' section with the text 'Please save this list first be', and a 'List Variants' section with the text 'Please save this list first be'.

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 38.

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.

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.

Placeholder Fields

Field Type
Text Field

Form Label
Image

Required

[Add Field](#)

Sort	Placeholder	Type	
1	{{name}}	text	Settings Delete
2	{{biography-text}}	text	Settings Delete
3	{{image}}	text	Settings Delete

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

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)

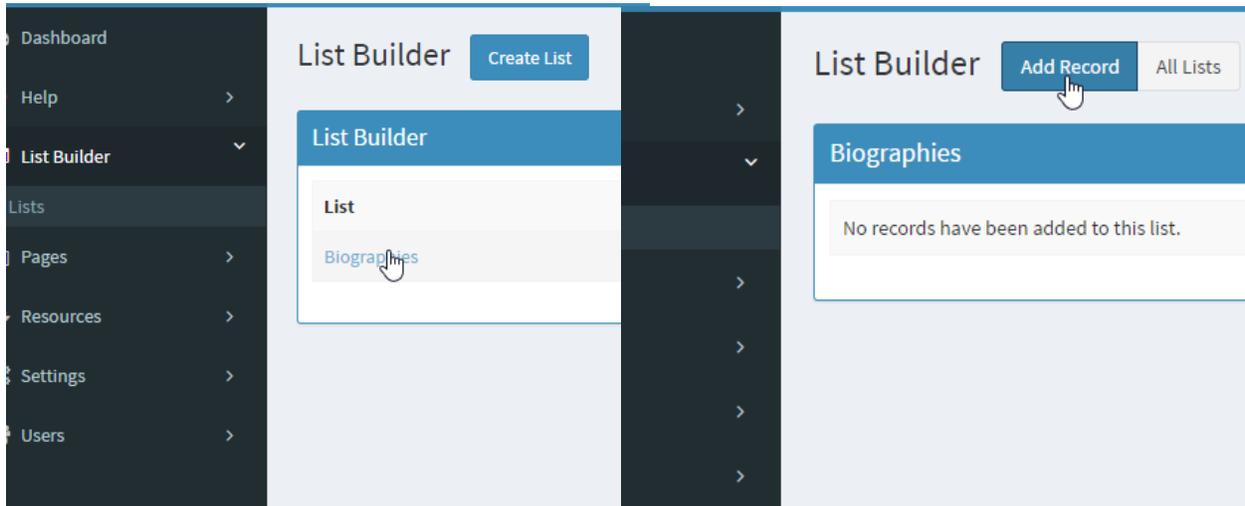
```
<h2>{{name}}</h2>
<p>{{biography-text}}</p>

```

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)

List Builder

Details

Name

Biography Text

File Edit Insert View Format Tools

Paragraph B I U [List Icons]

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

p Words: 92

Image

Save Close

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.)

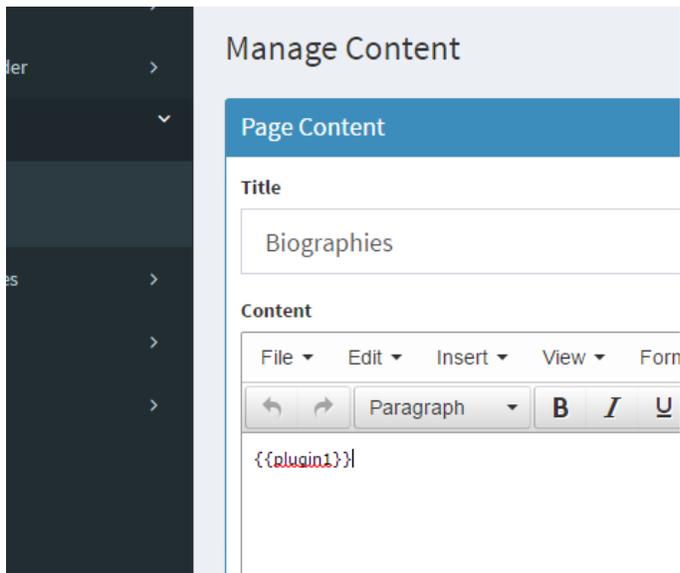
List Builder [Add Record](#) [All Lists](#)

Biographies

Sort		
10	Edit Item	George Washington
20	Edit Item	Julius Caesar
30	Edit Item	William Shakespeare

[Update Sorting](#)

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

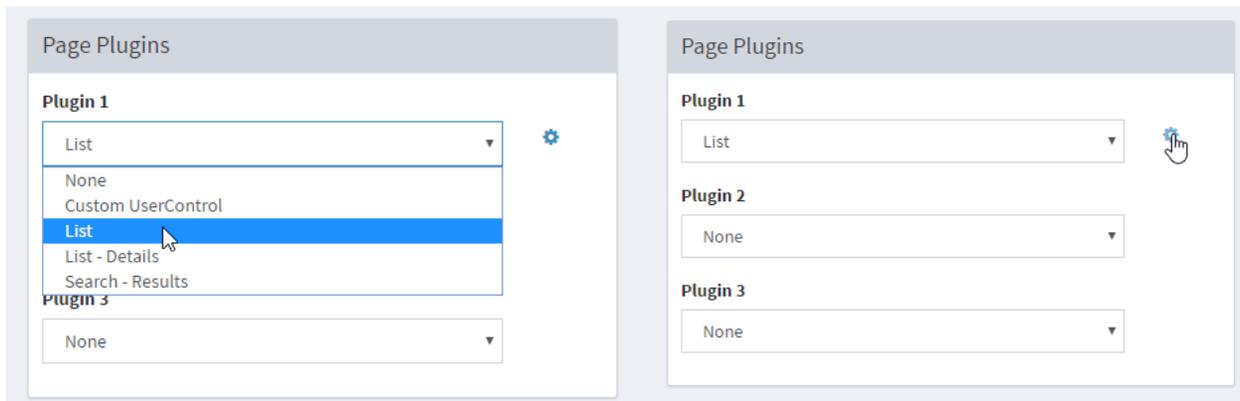


10. Once the list has been structured, and populated, go to the page that will display the list. (See the *create webpage* section on page 16 for more details on creating a page.)

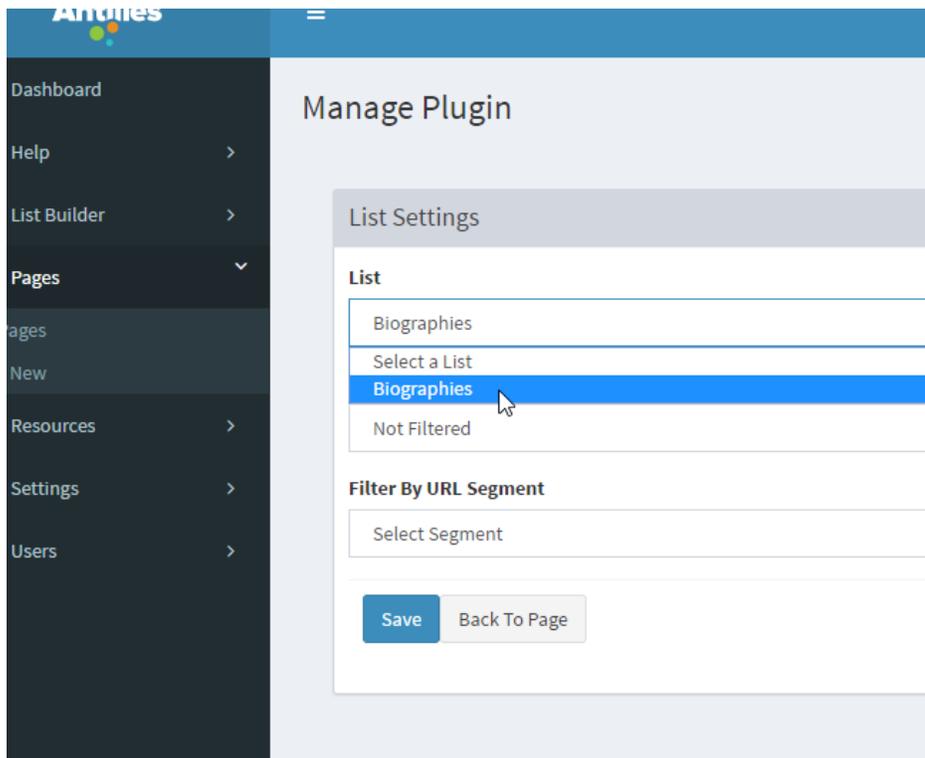
11. Add `{{plugin1}}` to the content Panel, exactly as it is written here and *shown above*.

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”.

Biographies
Figures through History
George Washington

George Washington (February 22, 1732 (or 1731) – December 19, 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.



Julius Caesar

Julius Caesar (13 October 100 BC – 15 March 44 BC), known as Julius Caesar, was a Roman politician, general, and notable author of Latin prose. He played a critical role in the events that led to the demise of the Roman Republic and the rise of the Roman Empire.

In 60 BC, Caesar, Crassus, and Pompey formed a political alliance that dominated Roman politics for several years. Their attempts to annex Greece as a Roman province were opposed by the Optimates within the Roman Senate, among them Cato the Younger with the frequent support of Cicero. Caesar's success in the Gallic Wars, completed by 51 BC, extended Roman territory to the English Channel and the Rhine. Caesar became the first Roman general to cross both the Channel and the Rhine, when he built a bridge across the Rhine and crossed the Channel to invade Britain.



William Shakespeare

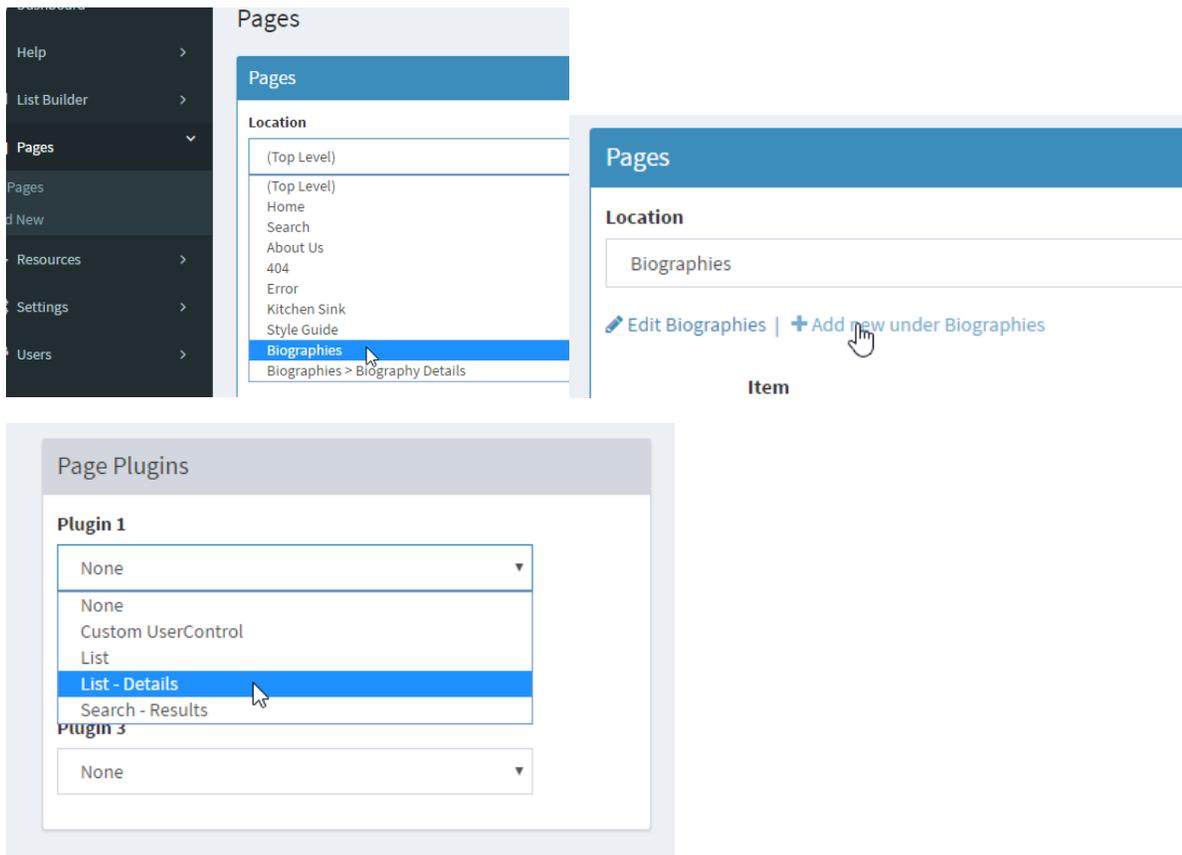
William Shakespeare was an English poet, playwright, and actor, widely regarded as the greatest writer in the English language and the world's pre-eminent dramatist. He is

The list of Biographies should now display on the page.

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

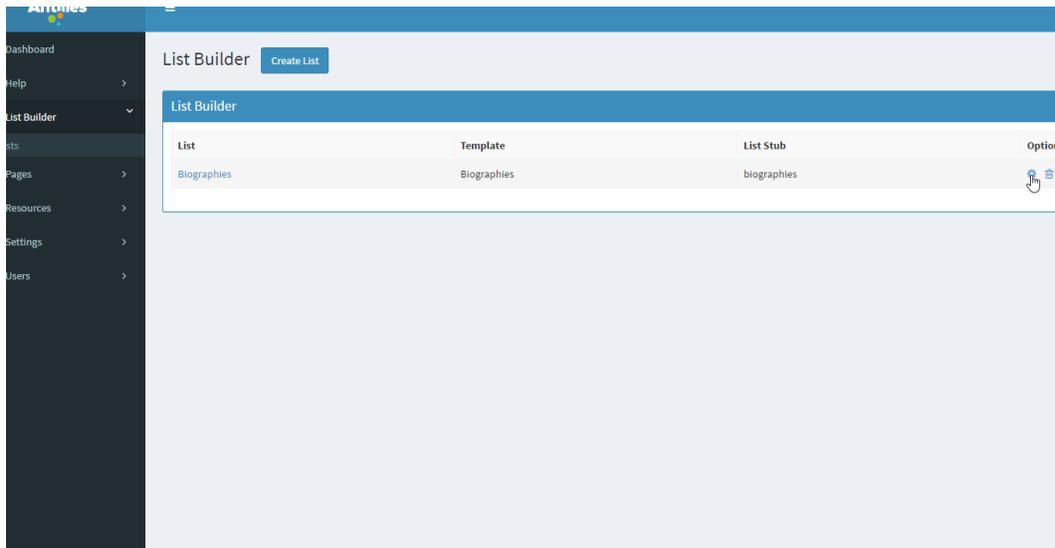
Once a list is created, sometimes items in the list need to have their own page dedicated to themselves.

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.)

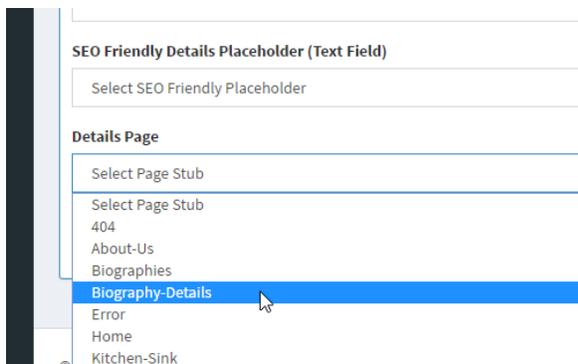


1. Before returning to list builder, create another page underneath Biographies titled Biography details and add the plugin labeled “List – Details” to the page.

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>

```

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

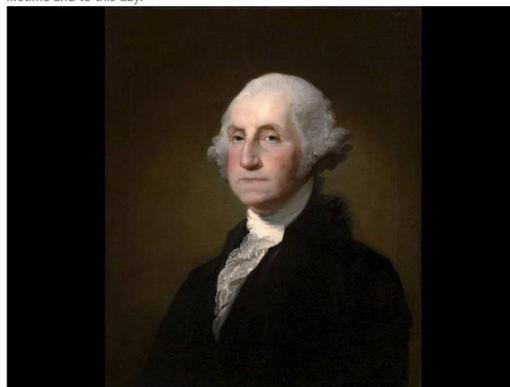
Julius Caesar



Biography Details

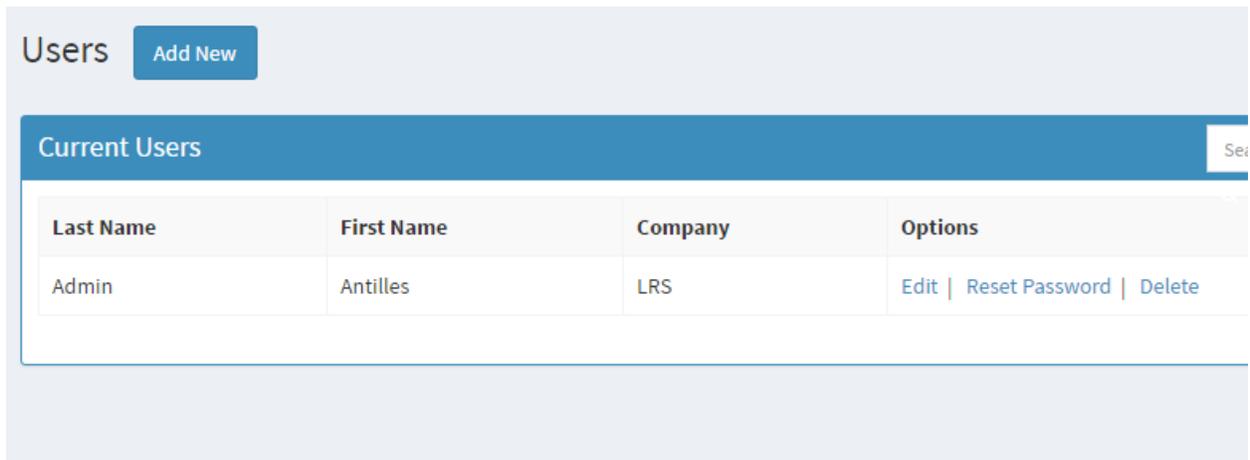
George Washington

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



The screenshot shows the 'Users' module interface. At the top left, there is a 'Users' header and an 'Add New' button. Below this is a 'Current Users' section with a search bar on the right. A table lists the current users with columns for Last Name, First Name, Company, and Options. The table contains one entry: Admin, Antilles, LRS, with options for Edit, Reset Password, and Delete.

Last Name	First Name	Company	Options
Admin	Antilles	LRS	Edit Reset Password Delete

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

The screenshot shows the 'Add User' form with the following details:

- Account Info:** Status (Active), First Name, Last Name, Email, Company, Password, Generate Password checkbox, Notes.
- 2-Step Verification:** Require 2-step verification. Status: Reset 2-Step Verification. Note: This user will be required to install a TOTP compatible authenticator app to generate security codes.
- User Roles:** Administrative Roles: Admin, Employee, No Access. Additional Roles: Content Editor, Content Publisher, Developer, Registered User, WMS Users.
- Require Password Change:** Interval (Days) [input field], Enabled.

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 **46**.

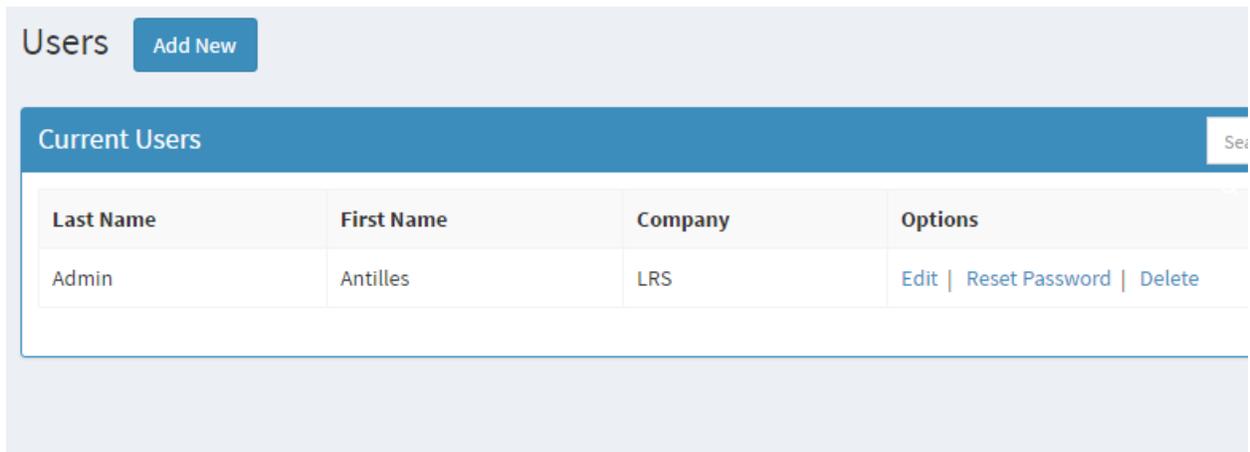
9. Decide if you want the user to be required to change their password within a set interval. This is a good practice for website security.

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 **59**.

Editing a User



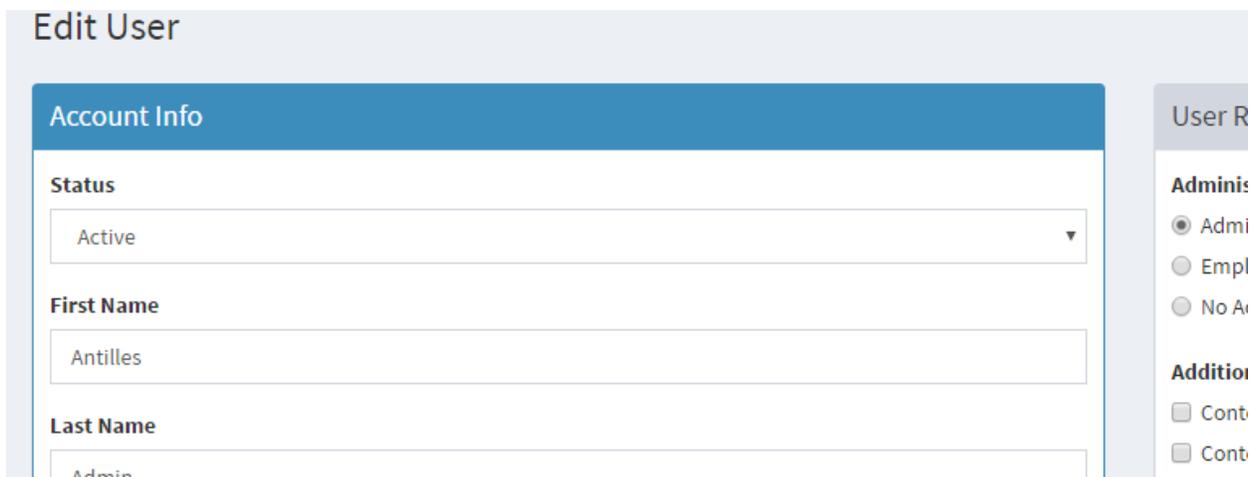
The screenshot shows the 'Users' module interface. At the top left, there is a 'Users' header and an 'Add New' button. Below this is a 'Current Users' section with a search bar on the right. A table lists the current users with columns for Last Name, First Name, Company, and Options. The table contains one entry: Admin, Antilles, LRS, with options for Edit, Reset Password, and Delete.

Last Name	First Name	Company	Options
Admin	Antilles	LRS	Edit Reset Password Delete

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.

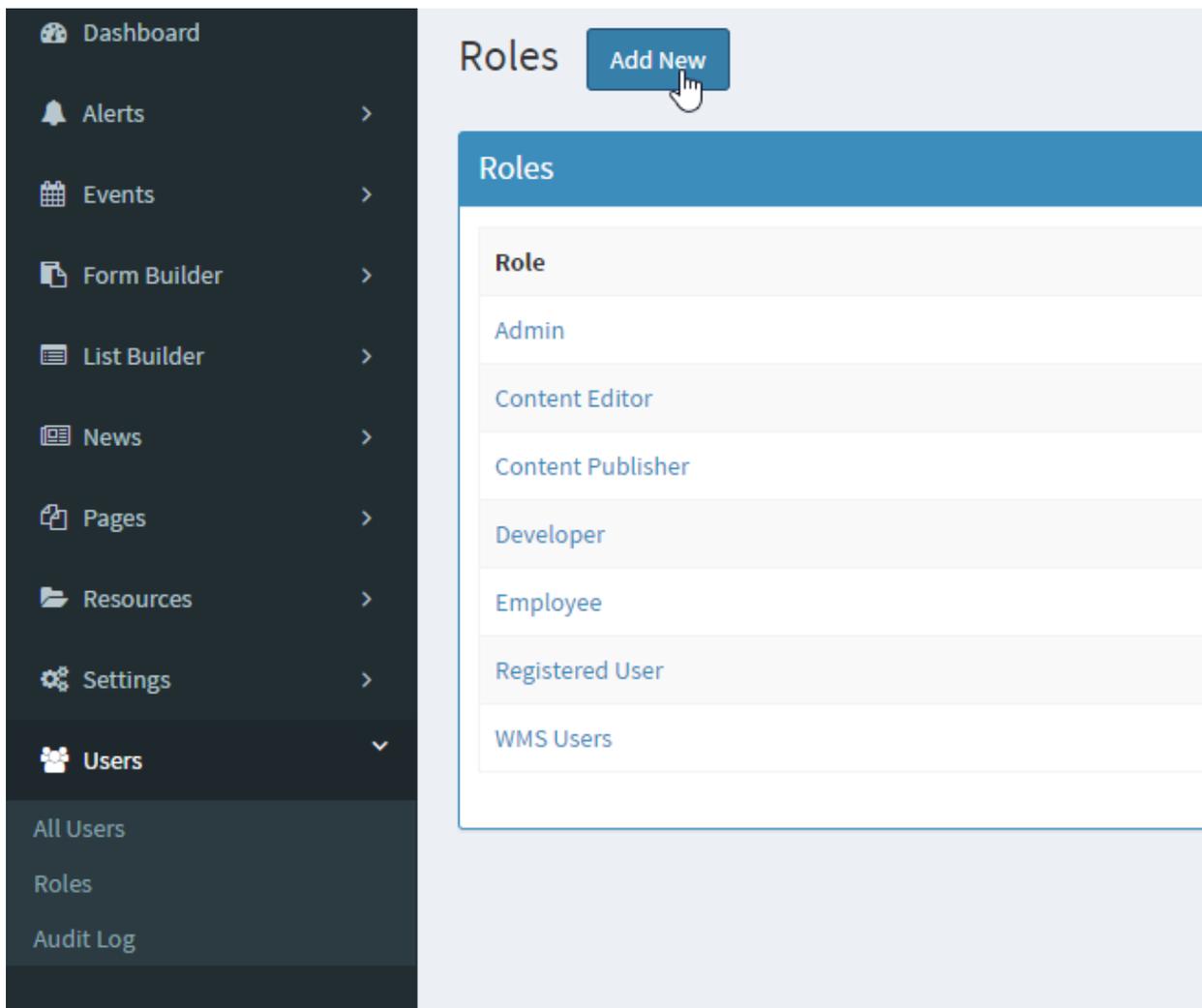
The "Reset Password" button will send the user a new, randomly generated password.



The screenshot shows the 'Edit User' form. The form is titled 'Account Info' and has three input fields: Status (set to Active), First Name (Antilles), and Last Name (Admin). To the right of the form is a 'User Role' section with radio buttons for 'Admin', 'Empl', and 'No Ar', and checkboxes for 'Cont' under the 'Additional' section.

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

User Roles



The screenshot displays the 'Roles' management interface. On the left is a dark sidebar menu with options: Dashboard, Alerts, Events, Form Builder, List Builder, News, Pages, Resources, Settings, and Users. The 'Users' menu item is expanded, showing sub-items: All Users, Roles, and Audit Log. The main content area is titled 'Roles' and features a blue 'Add New' button. Below the title is a table listing existing roles:

Role
Admin
Content Editor
Content Publisher
Developer
Employee
Registered User
WMS Users

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

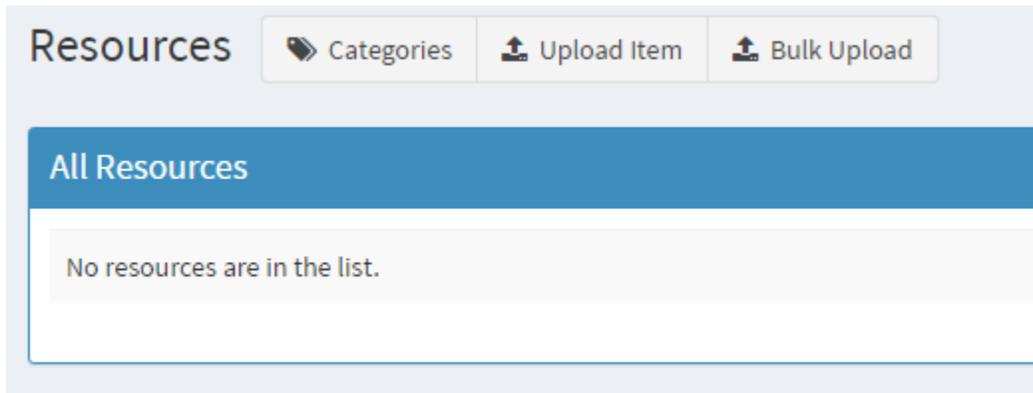
Log Entries (12 months)		
Date	Application	Action
6/27/2016 2:03:32 PM	Users	User
6/27/2016 1:01:13 PM	Users	User
6/27/2016 11:04:27 AM	Users	User
6/24/2016 4:00:14 PM	Users	User
6/24/2016 3:50:17 PM	Users	User
6/24/2016 3:50:15 PM	Users	User
6/24/2016 3:38:01 PM	Users	User
6/24/2016 3:37:59 PM	Users	User
6/24/2016 3:33:54 PM	Users	User
6/24/2016 3:33:52 PM	Users	User

“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:

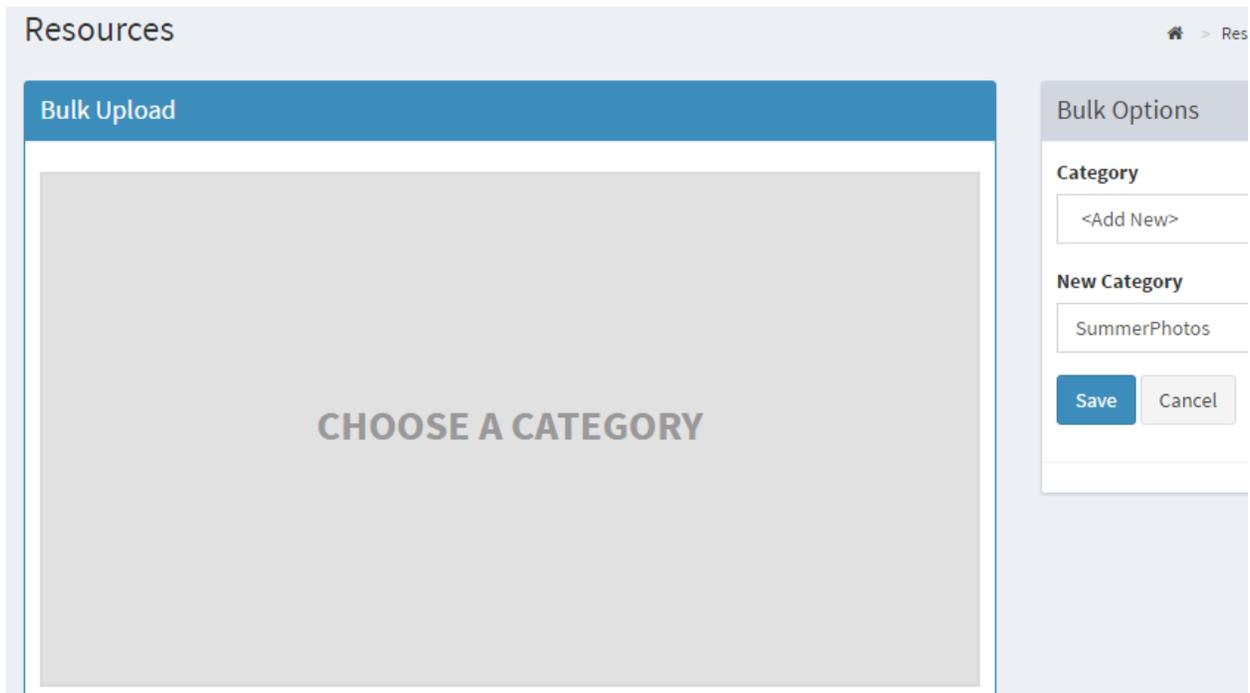
The *Resources Module* is used for managing all uploaded files (Images, PDF, etc.). Any file type you want to display in your website goes here; whether it is for a download or to display in a page. Some file types aren't supported by some browsers however. A good reference to show what data types are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

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

Adding Resources

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)

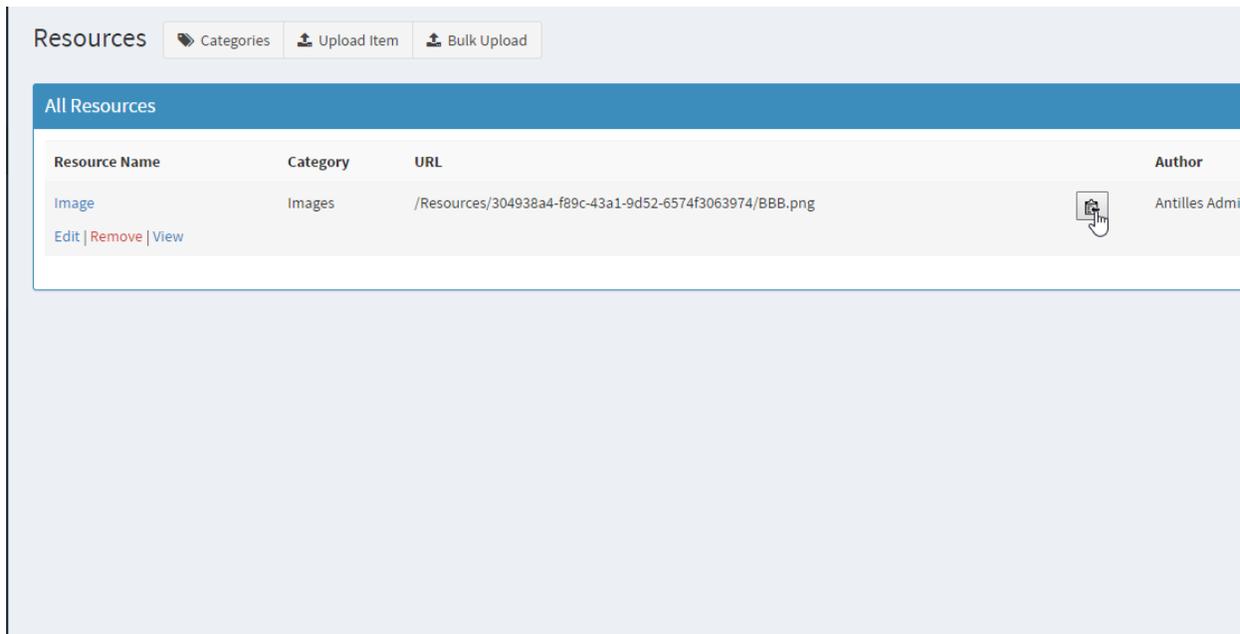


The screenshot shows a web interface for adding resources. At the top, there is a header "Resources" with a home icon and a breadcrumb "> Res". Below this is a "Bulk Upload" section with a blue header. The main area is a large grey rectangle with the text "CHOOSE A CATEGORY" in the center. To the right is a "Bulk Options" sidebar. It contains a "Category" dropdown menu with "<Add New>" selected. Below that is a "New Category" input field containing "SummerPhotos". At the bottom of the sidebar are "Save" and "Cancel" buttons.

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".

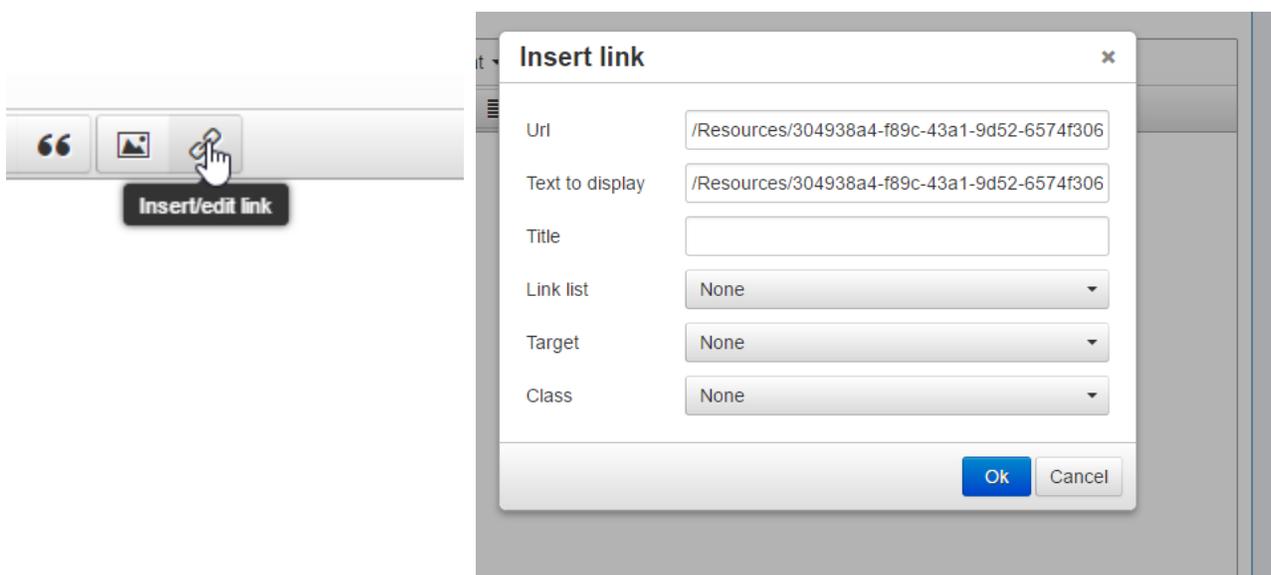
Adding Resources (Adding Resources to a Page)



The screenshot shows a web interface for managing resources. At the top, there are three buttons: "Categories", "Upload Item", and "Bulk Upload". Below this is a section titled "All Resources" which contains a table with the following columns: "Resource Name", "Category", "URL", and "Author". A single resource is listed with the name "Image", category "Images", and a long URL. To the right of the resource name, there are three small icons: a copy icon, a trash icon, and a magnifying glass icon. Below the resource name, there are three links: "Edit", "Remove", and "View".

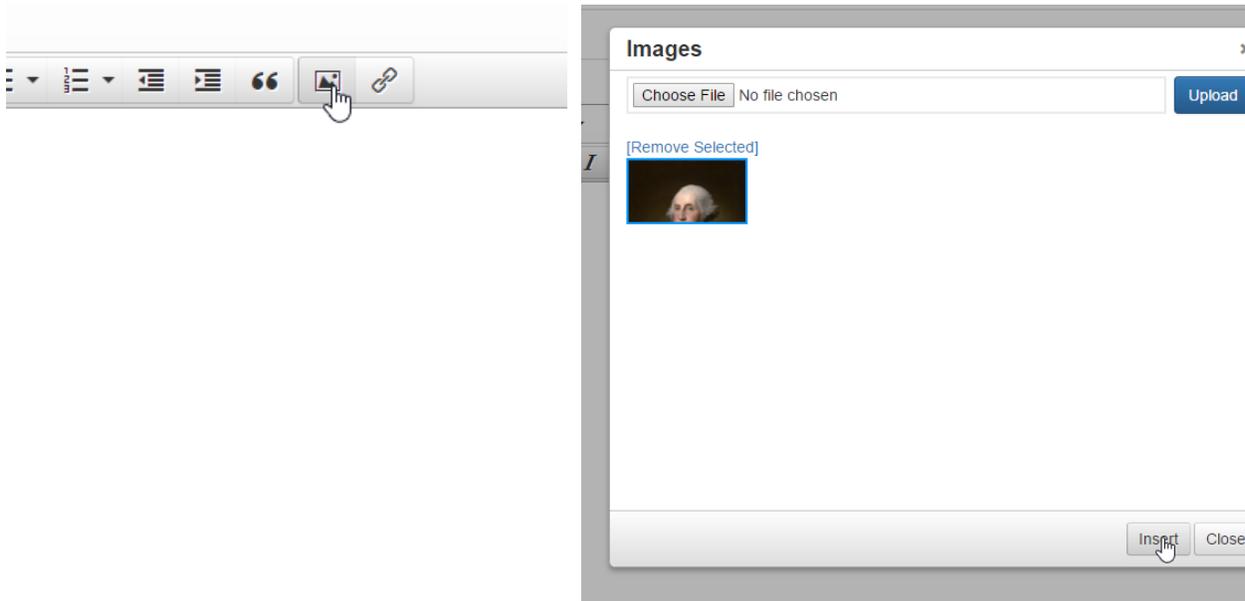
To add a resource to a page perform the following steps,

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.

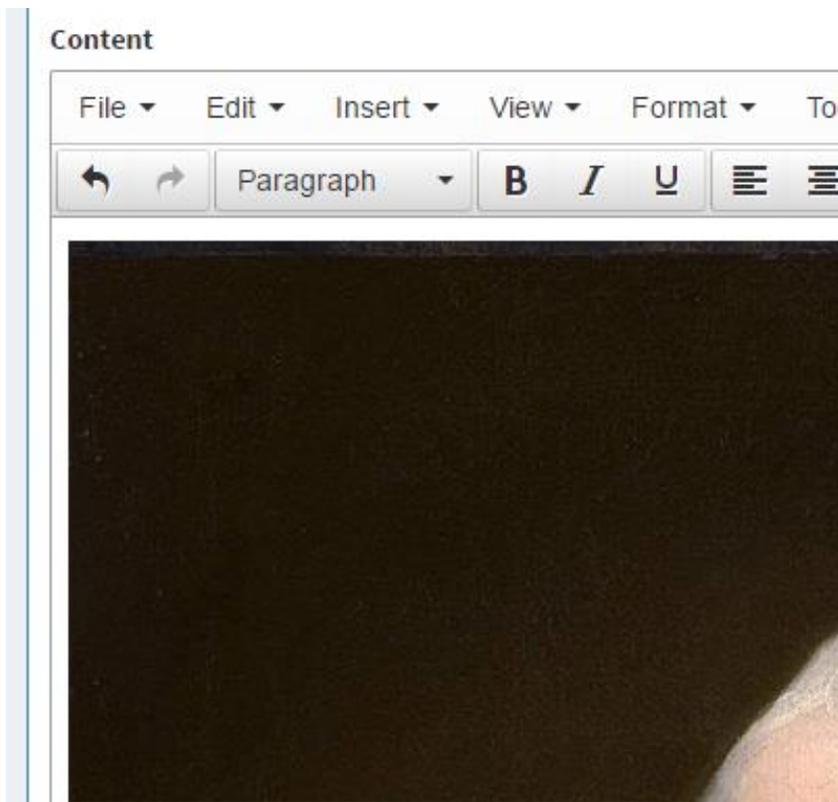


The screenshot shows a close-up of the "Insert/edit link" button in a toolbar, which is being clicked. Below it, the "Insert link" dialog box is open. The dialog box has a title bar with "Insert link" and a close button. It contains several fields: "Url" with the value "/Resources/304938a4-f89c-43a1-9d52-6574f306", "Text to display" with the same value, "Title" (empty), "Link list" (None), "Target" (None), and "Class" (None). At the bottom right, there are "Ok" and "Cancel" buttons.

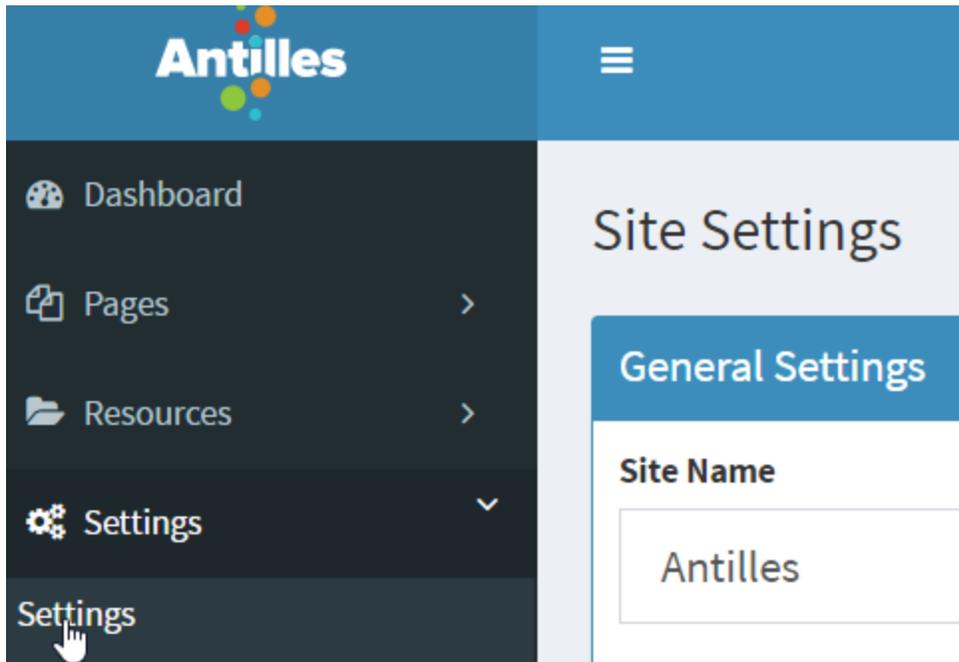
Adding Resources (Adding Resources to a Page)



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

General Settings

Site Name
Antilles

Base Domain
antilles.lrsws.co

Theme Name
Photobot

Admin Email
wsmail@lrs.com

Email From
no-reply@lrswebsolutions.com

Menu Levels
2

- **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

Security

Max Login Attempts

Require Two Factor (TFA / 2FA) on new accounts

S/MIME Email Certificate

No file chosen

- **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

Search Engine Optimization

Meta Title

Meta Keywords

Meta Description

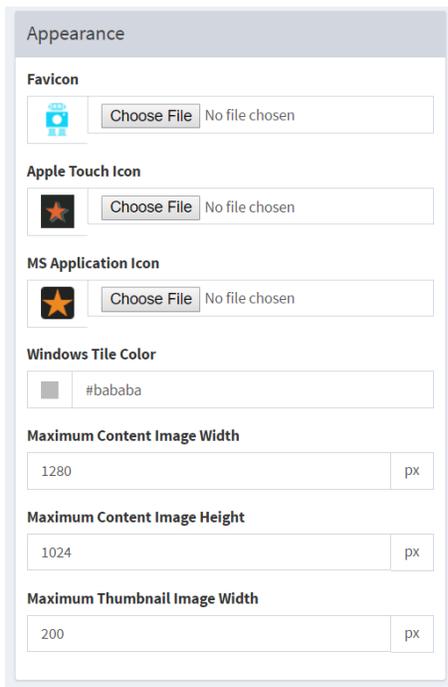
Meta Extras

Robots.txt

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

- **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

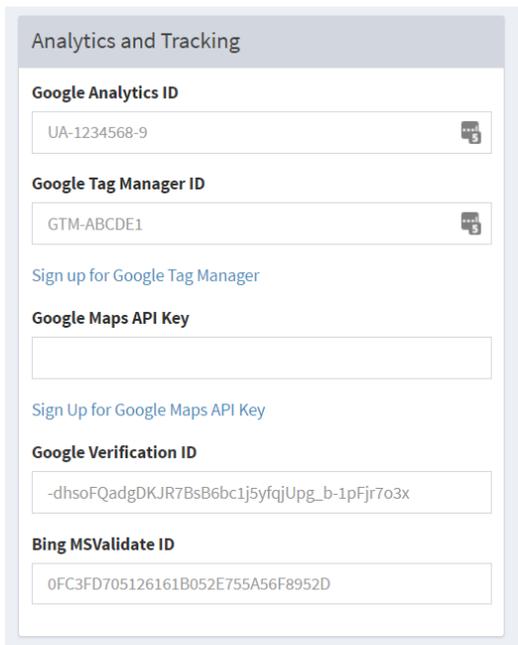


The screenshot shows the 'Appearance' settings panel. It contains the following sections:

- Favicon:** A field with a blue robot icon, a 'Choose File' button, and the text 'No file chosen'.
- Apple Touch Icon:** A field with a star icon, a 'Choose File' button, and the text 'No file chosen'.
- MS Application Icon:** A field with a star icon, a 'Choose File' button, and the text 'No file chosen'.
- Windows Tile Color:** A color picker showing a grey square and the hex code '#bababa'.
- Maximum Content Image Width:** A text input field containing '1280' and a 'px' unit selector.
- Maximum Content Image Height:** A text input field containing '1024' and a 'px' unit selector.
- Maximum Thumbnail Image Width:** A text input field containing '200' and a 'px' unit selector.

- **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



The screenshot shows a form titled "Analytics and Tracking" with the following fields and values:

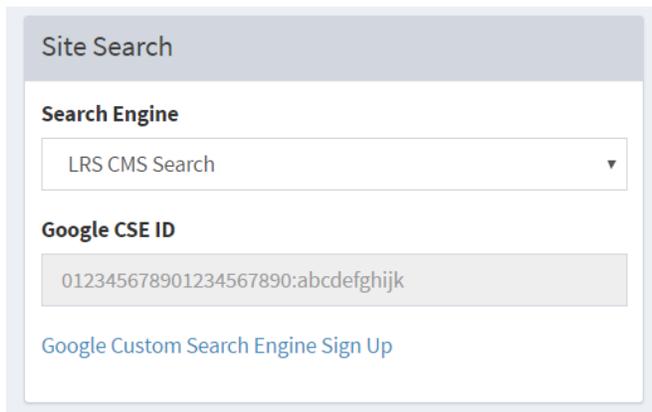
- Google Analytics ID:** UA-1234568-9
- Google Tag Manager ID:** GTM-ABCDE1
- Google Maps API Key:** (empty field)
- Google Verification ID:** -dhsoFQadgDKJR7BsB6bc1j5yfqjUpg_b-1pFjr7o3x
- Bing MSValidate ID:** 0FC3FD705126161B052E755A56F8952D

There are also links for "Sign up for Google Tag Manager" and "Sign Up for Google Maps API Key".

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](https://msdn.microsoft.com/en-us/library/ms753962(v=vs.110).aspx)

Site Search Settings

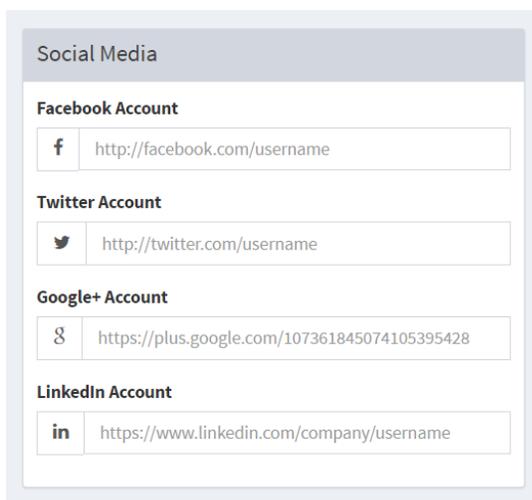


The screenshot shows a 'Site Search' settings panel. It has a title bar 'Site Search' and a 'Search Engine' dropdown menu currently set to 'LRS CMS Search'. Below that is a 'Google CSE ID' text input field containing the alphanumeric string '012345678901234567890:abcdefghijkl'. At the bottom of the panel is a blue hyperlink that reads 'Google Custom Search Engine Sign Up'.

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



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' with a Facebook 'f' icon and 'http://facebook.com/username'; 'Twitter Account' with a Twitter bird icon and 'http://twitter.com/username'; 'Google+ Account' with a Google+ 'g' icon and 'https://plus.google.com/107361845074105395428'; and 'LinkedIn Account' with a LinkedIn 'in' icon and 'https://www.linkedin.com/company/username'.

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

Add User

Account Info

Status: Active

First Name: LRS

Last Name: WebSolutions

Email:

2-Step Verification

Require 2-step verification

Status: [Reset 2-Step Verification](#)

This user will be required to install a TOTP compatible authenticator app to generate security codes.

User Roles

Administrative Roles

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.

Antilles

Enable 2-step verification

An authenticator app lets you generate security codes on your phone. To do so, download a TOTP compatible authenticator app from the App Store for iOS or Google Play for Android and then scan the QR Code below. If you cannot scan the QR code, you may alternatively enter the following code: **CWGOX3FYPGIFDHECX**

Once you have set up your authenticator app, please enter the **6 digit verification code from your device**

123456

Continue

LRS® Antilles 1.14.10.1491

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

Site Settings

General Settings

Site Name
Antilles

Base Domain
antilles.lrsws.co

Theme Name
photobot

Admin Email
lrs@lrs.lrs

Email From
no-reply@lrswebsolutions.com

Menu Levels
2

Workflow Settings

Workflow provides separation between content creators and content approvers. By enabling workflow, you can route content changes through an approval process before changes show up on your site. To get started, enable workflow below, and then assign at-least one user to the content approver role.

Enable Workflow for Publishing

Appearance

Favicon
Choose File No...n

Apple Touch Icon
Choose File No...n

MS Application Icon
Choose File No...n

Windows Tile Color
#bababa

Maximum Content Image Width
1280 px

Maximum Content Image Height
1024 px

Maximum Thumbnail Image Width
200 px

Analytics and Tracking

Google Analytics ID
UA-1234568-9

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.

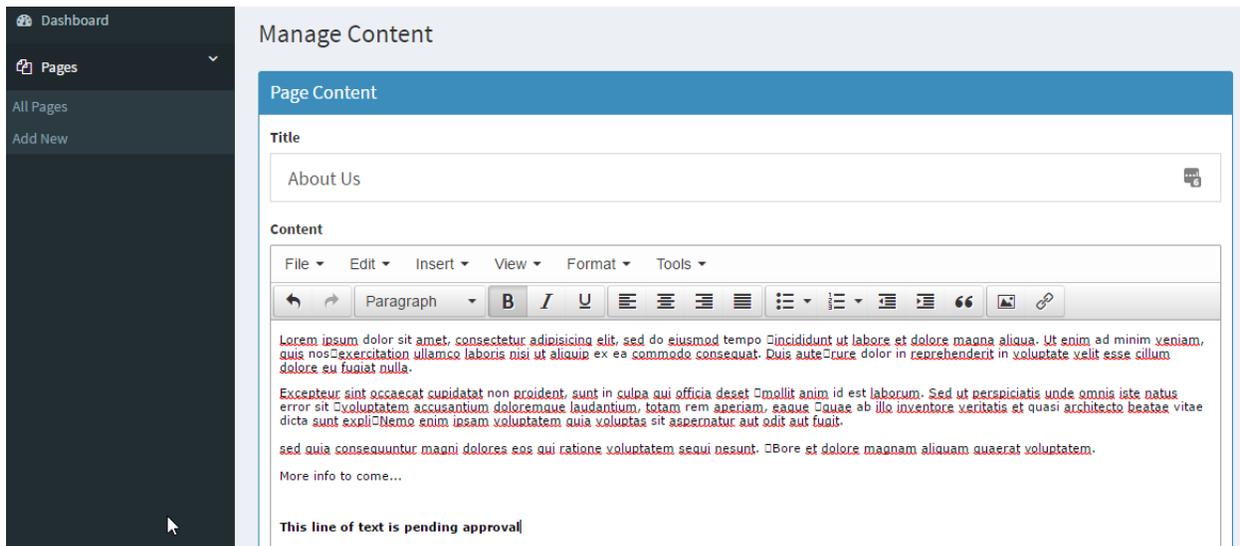
Enabling Workflow (Continued)

The image displays two side-by-side screenshots of the 'User Roles' configuration page. Both screenshots show a 'User Roles' header and two sections: 'Administrative Roles' and 'Additional Roles'.
The left screenshot, labeled 'Content Editor', shows the 'Employee' role selected under 'Administrative Roles' and the 'Content Editor' role checked under 'Additional Roles'.
The right screenshot, labeled 'Content Publisher', shows the 'Admin' role selected under 'Administrative Roles' and the 'Content Editor', 'Content Publisher', and 'Developer' roles checked under 'Additional Roles'.

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).

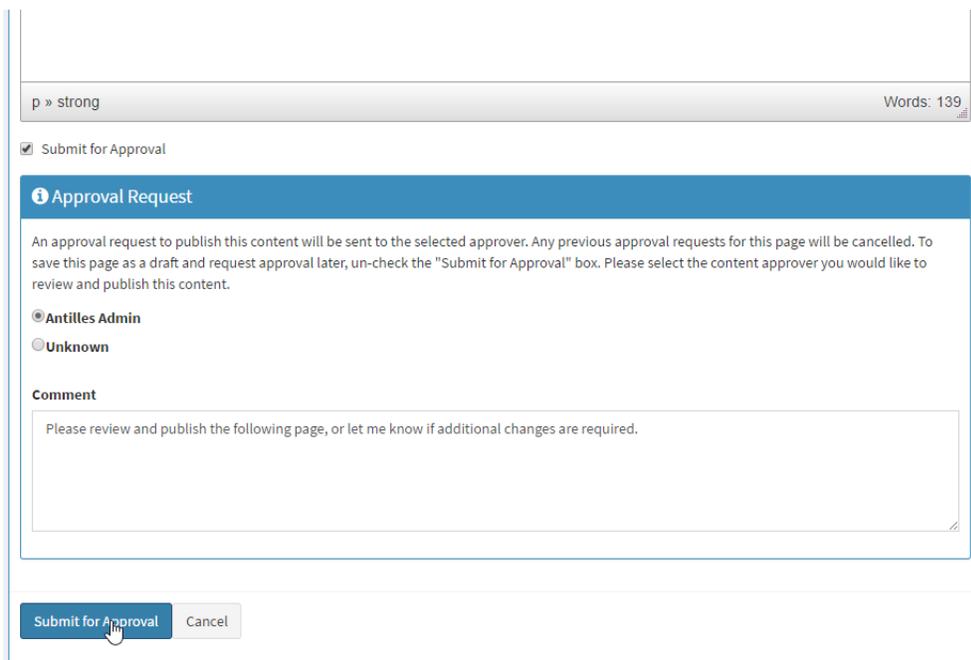
The next page covers a sample of what a typical workflow would look like for content publishing and content approval. The users will be referenced as **Publisher** and **Editor** to demonstrate the workflow.

Workflow Example



The screenshot shows the 'Manage Content' interface. On the left is a dark sidebar with 'Dashboard', 'Pages', 'All Pages', and 'Add New'. The main area is titled 'Manage Content' and contains a 'Page Content' section with a title field containing 'About Us'. Below the title is a rich text editor with a menu (File, Edit, Insert, View, Format, Tools) and a toolbar with various formatting options. The editor contains several lines of placeholder text, including 'Lorem ipsum dolor sit amet...', 'Excepteur sint occaecat cupidatat non proident...', and 'sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nescunt...'. At the bottom of the editor, a line of text is highlighted in red and labeled 'This line of text is pending approval'.

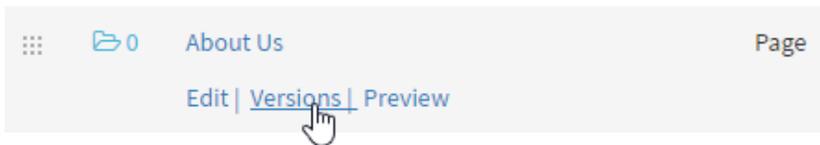
First, the **Editor** will log into Antilles and make their changes to the page. In this example, they've added **This line of text is pending approval.**



The screenshot shows the 'Approval Request' dialog box. At the top, there is a status bar with 'p » strong' and 'Words: 139'. Below this is a checkbox labeled 'Submit for Approval' which is checked. The main area is titled 'Approval Request' and contains the following text: '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 the text are two radio buttons: 'Antilles Admin' (selected) and 'Unknown'. There is a 'Comment' section with a text area containing the text: 'Please review and publish the following page, or let me know if additional changes are required.' At the bottom, there are two buttons: 'Submit for Approval' and 'Cancel'.

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)



Pages

Versions

About Us

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

Close

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.

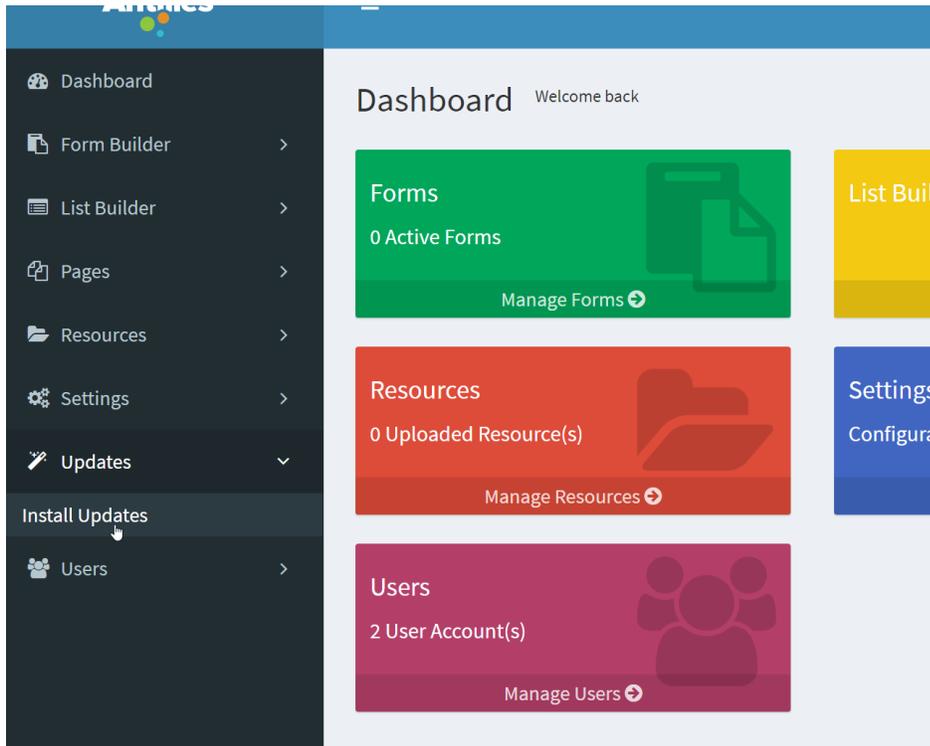
Workflow Example (Continued)

The screenshot displays a 'Pages' management interface. At the top, there is a 'Post a comment' section for a page titled 'About Us', which is currently at 'Version: 8'. Below this is a large text area for entering a comment. Underneath the text area, there is an 'Email Notification' section with two checked checkboxes: 'Antilles Admin' and 'LRS WebSolutions'. At the bottom of this section are two buttons: 'Post Comment' and 'Close'. Below the comment form is a 'Previous Comments' section. It shows a single comment posted on '6/15/2017 2:31:37 PM' by 'LRS WebSolutions'. The comment text reads: 'Please review and publish the following page, or let me know if additional changes are required.'

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 Description:

The *Updates Module* contains an interface that will let you to update your installed modules. This includes the Antilles installation itself, and will update any versions from 1.15.0 build 1505 and forward.

Updating Modules

Antilles Updates

Pending Updates

Update	Date Added	
Donation Module-1007.zip	8/21/2017 3:26:39 PM	Delete

[Install Now](#) [View Log](#) [Close](#)



Antilles Updates

Pending Updates

Update	Date Added	
Donation Module-1007.zip	8/21/2017 3:26:39 PM	Delete

[Install Now](#) [View Log](#) [Close](#)



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