MAGMA

Welcome to Magma V2.0

MAGMA CMS Quick Guide

1. Logging-in
2. Dashboard overview
3. Page structure / site tree
4. Page editing
5. Calendar
6. News

1. Logging-in

Example login for clients:

domainname.co.uk/magma
Email: magma@bluechilligroup.co.uk
Password: April12003

Example login for shoolhub:

https://schoolhub.bluechilligroup.co.uk/magma/login/
Email: ????
Password: ????



2. Dashboard Overview

Left hand side menu's:

Pages:
Site tree/page sturucture

Modules:
Bespoke features for that website/cms
ie. Calendar, Bookings, Invoices.

Members:
Area to facilitate, customers, mailing list, accounts

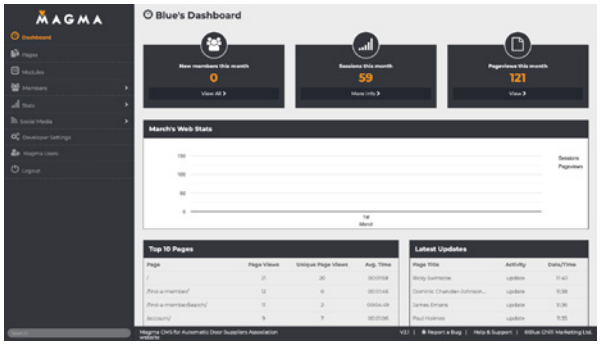
Stats:
> Web Stats: Google Analytics
> Real Time Web Stats

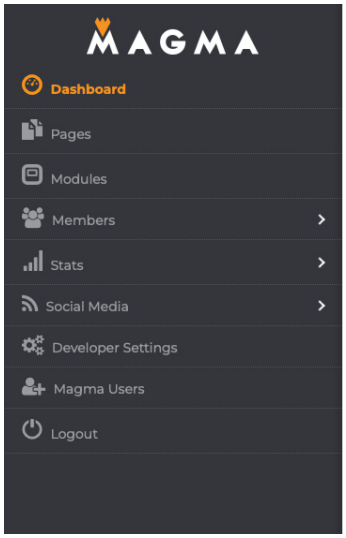
Social Media:
Links to social media websites

Developer Settings:
Developer only settings not for customer use

Magma Users:
Set up CMS users and privileges
Blue Chilli set this up

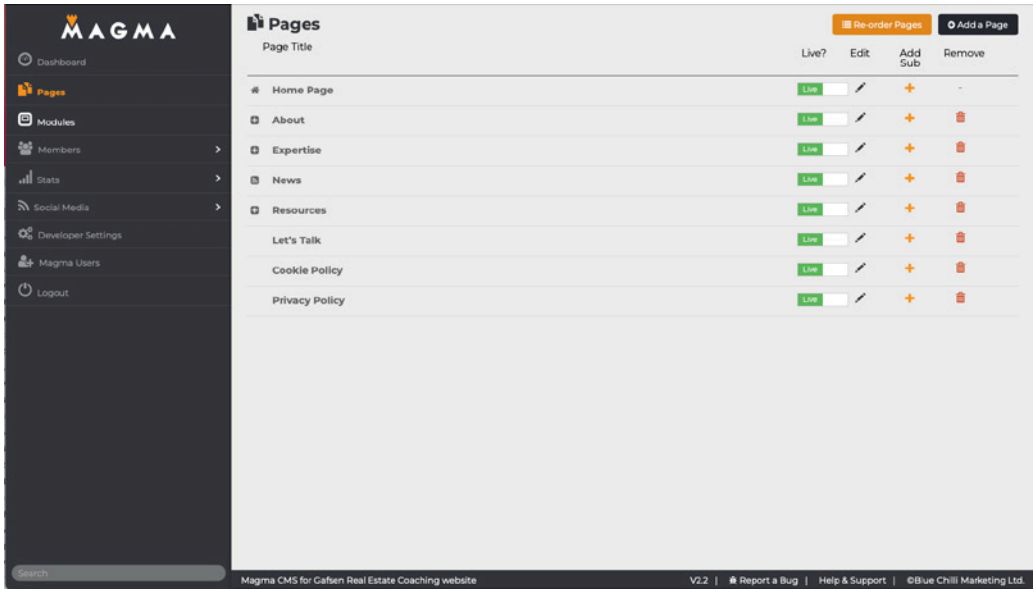
Logout

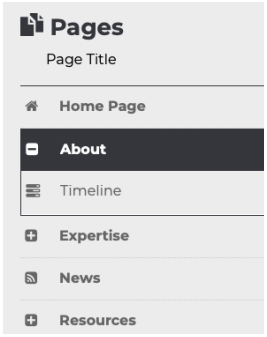




3. Page Structure / Site Tree

Displays list of available pages as set out by navigation of website. Plus bespoke text areas ie cookie policy.
Click ⊞ to expand and display sub pages and editable sub sections on main page.
To edit page click 'Edit' (pencil icon) on right hand side.
To add sub page click '+' on right hand side.
To remove a page click 'Trash Icon' on right hand side.





Types of Pages:

When you 'Add a Page' there are page types to choose from: Standard Page, List Page, there may be others ie contact and blog.

Standard Page

The default page type when added to a system - a good example is an About Page. Even though it's called a Standard Page, it can still support lots of editing options and content, such as text, documents, video and images.

List Page

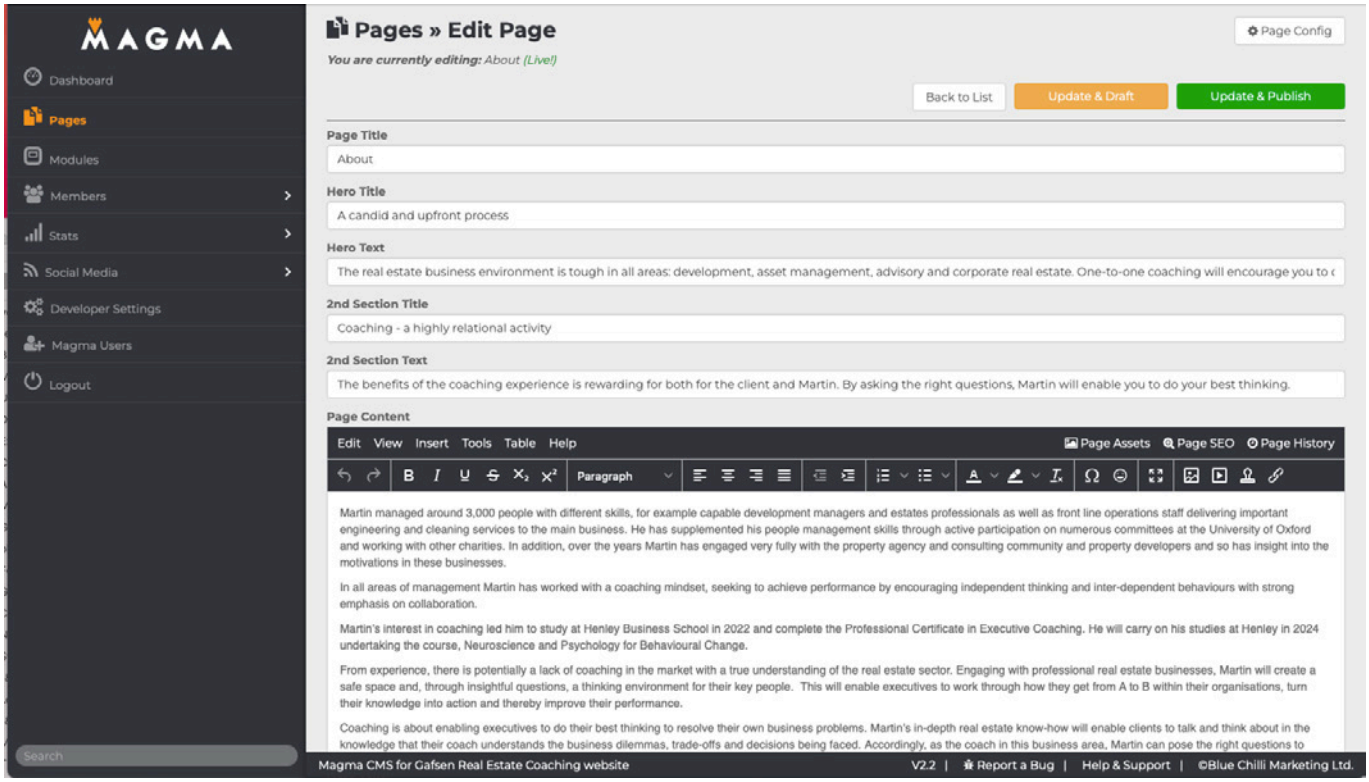
A page within a page - or a list item within a list area. Usually setup to house a specific function. An example of this would be a News area so, a list item (news article) within a list area (news area) other examples could be accordions (FAQs) - expandable sections sat within a default page or even a calendar, events sat within a calendar area.

For the most part, many of the editing tools used on a default page are present on a list item, however there are exceptions to this depending on the list area or list items purpose.

4. Page Editing

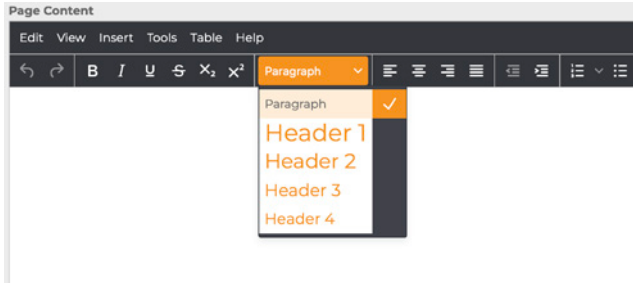
Page Content Editor:

Editable text fields will vary dependng on the design of the website page.
Tools are similiar to Microsoft Word.
Copy and paste or type into fields.
When editing is complete, Click 'Update & Publish' on top right hand side, to put page live.
Keep page layout simple, editing page can become quite complicated and you might encounter problems.



Text Styling:

Select text in Page Content Editor
Click on: 'Paragraph' tab
Drop down menu displays options
Design of website, will determine text sizes option

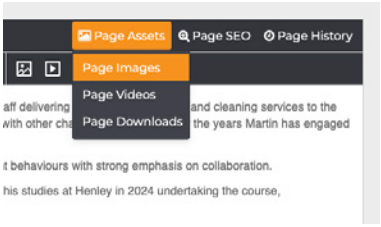


Page Assets:

You can add Images, Videos and Downloads.
These will automatically position on the page into pre-defined area as identified by the design of the web page.
Or, can be inserted into text area within the 'Page Content' editor.

To add Asset to pre-defined area on page: (Image asset used as example below)

Click on: 'Page Assets'



Click on:
Page Images
+ Add New Image(s)
+ Add Files
Search for your Asset
Start Upload

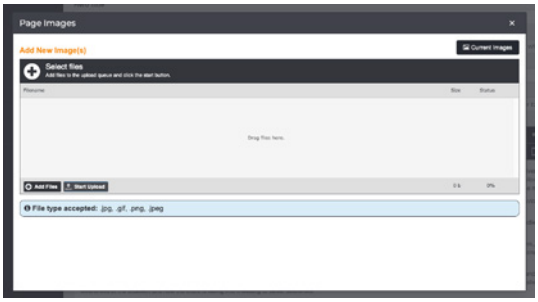


Image is now uploaded to the website server

To add Image Asset into text area within the 'Page Content' editor

Upload Asset/Image as described in method above

Place curser in required position within text
Click on: 'Insert > Image'

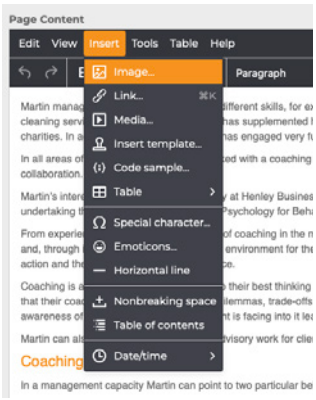
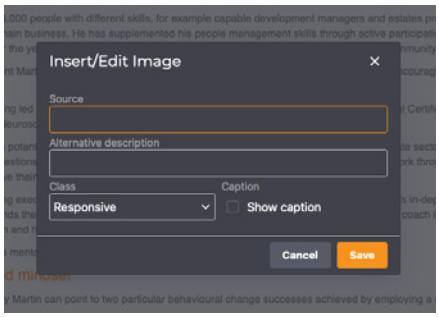


Image will be available to Select:
'Insert/Edit Image' window
Click: 'Save'



If the page has a pre-defined Asset area, to stop duplication of 'Images, Downloads and Video' go to 'Page Assets > Images (Or Download, Video),'
Select 'tick box' to turn Status to 'Off Live'.

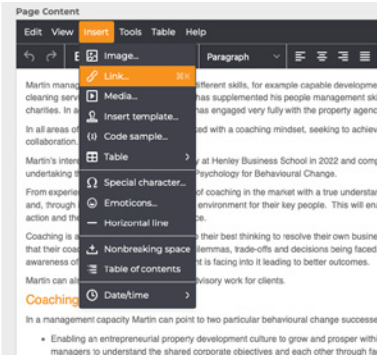
For adding 'Download' and 'Video' assets use the same methods above.

When editing is complete, Click 'Update & Publish' on top right hand side, to put page live.

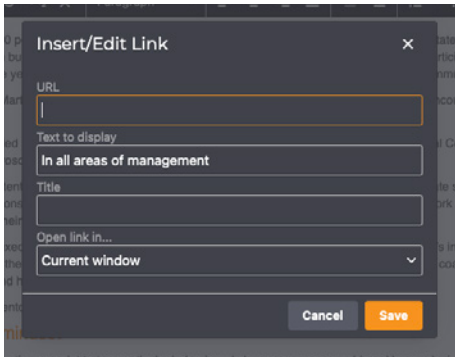
Insert > Link:

You can add a link to text:

Select Text to become a link in 'Page Content' editor
Click on: 'Insert > Link'



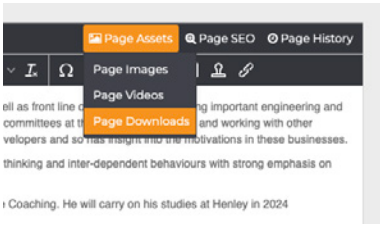
Enter URL of webpage
Select: 'Current Window' or 'New Window'
Click: 'Save'



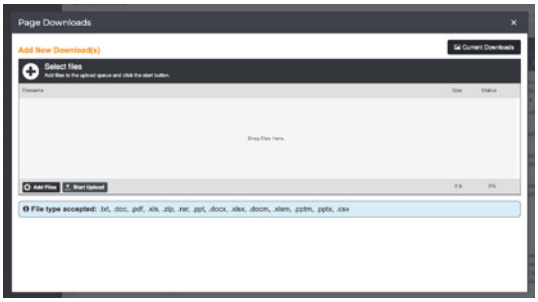
To add a file ie. pdf, download link to text in 'Page Content' editor

For files that are going to be hosted on your website server:

Click on: 'Page Assets'

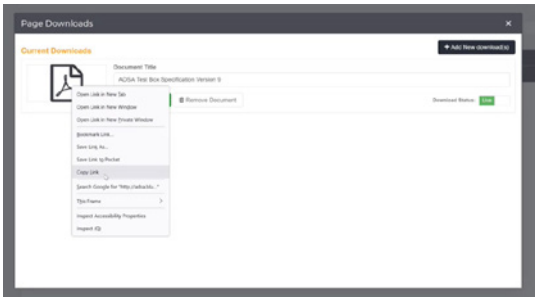


Click on:
Page Downloads
+ Add New download(s)
+ Add Files
Search for your File
Start Upload



Once your file is uploaded to the system, select:
'Page Assets > Page Downloads'
Downloads will be listed

Right Click on Image icon, select: 'Copy Link'
Use the copied Link and:
Click on: 'Insert > Link'
Paste into, 'URL' field
Select: 'Current Window' or 'New Window'
Click: 'Save'



Remember:
If the page has a pre-defined Asset area, to stop duplication of 'Images, Downloads and Video' go to 'Page Assets > Images (Or Download, Video),'
Select 'tick box' to turn Status to 'Off Live'.

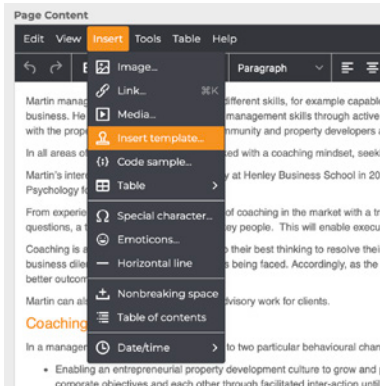
For externally hosted files, copy link and use 'Insert > Link' method above.

When editing is complete, Click 'Update & Publish' on top right hand side, to put page live.

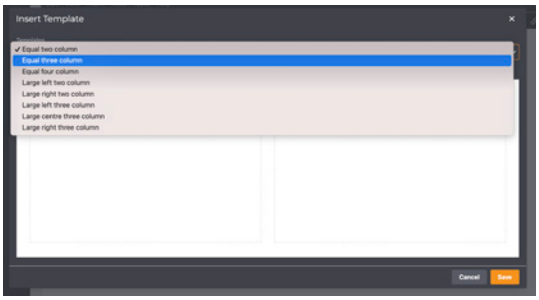
Insert > Insert Template:

You can layout page information in a different way by using tempates.

Click on: 'Insert > Insert template'

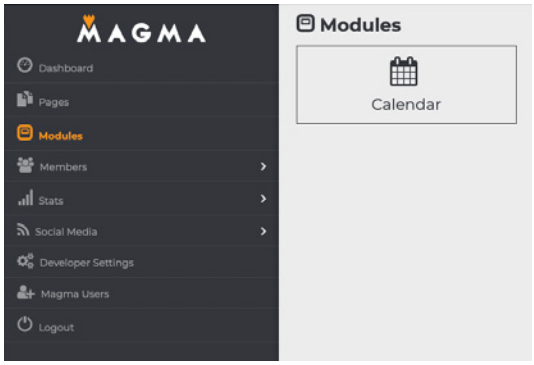


Choose from two, three or four column layouts

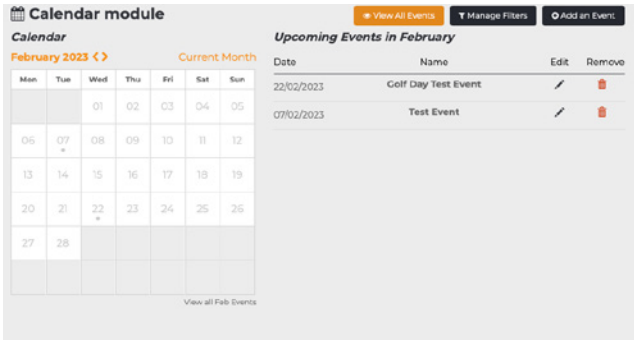


5. Calendar

Calendar is found in Modules.

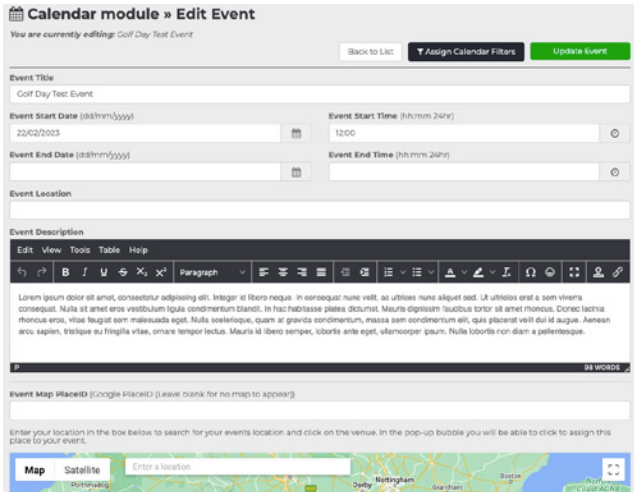


Calendar events can be added and edited.
You can also manage calendar filters.



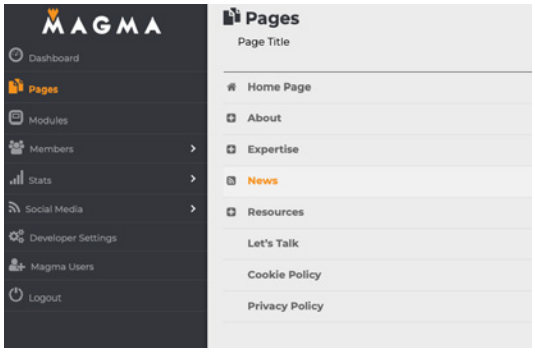
Edit Event area is very similiar to Page Content Editor but with Event Start/End Date and Time.

Location Map can be added with a Google PlaceID (Leave blank for no map)

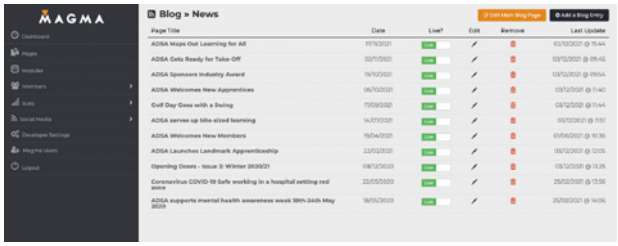


6. News

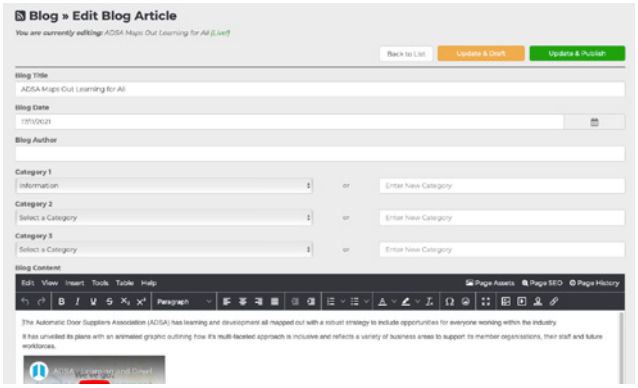
News is a List Page that can be found in the Page Structure window.



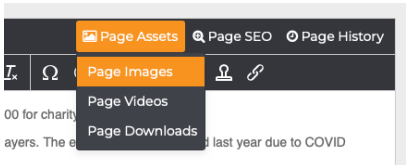
Here you can add new Blog/News Entry's or edit an existing.

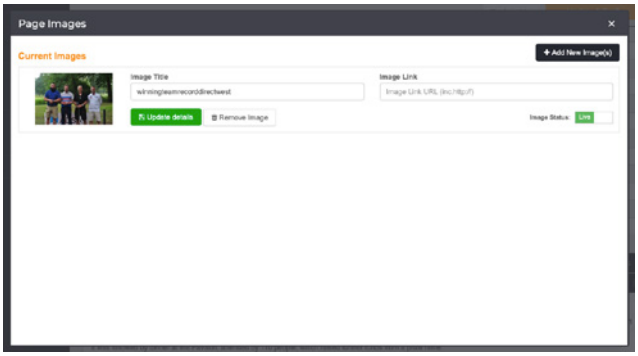


Edit Article area is very similiar to Page Content Editor but with text fields specific for your website design.



Adding image for a News Article list page:
Read section *'Page Editing, Page Assets'.*





When editing is complete, Click 'Update & Publish' on top right hand side, to put page live.