



The IIS Section Manager system, when installed, allows a client to login via his/her existing admin system (or new admin system in the case of websites that do not already have an admin system) and create/edit user-managed sections of page content.

Each section has two parts – a Title part and a Content part – this is so headings (Titles) can be formatted independently of the main user-edited content.

An In-Line editor is used within the admin system to enable basic formatting of content.

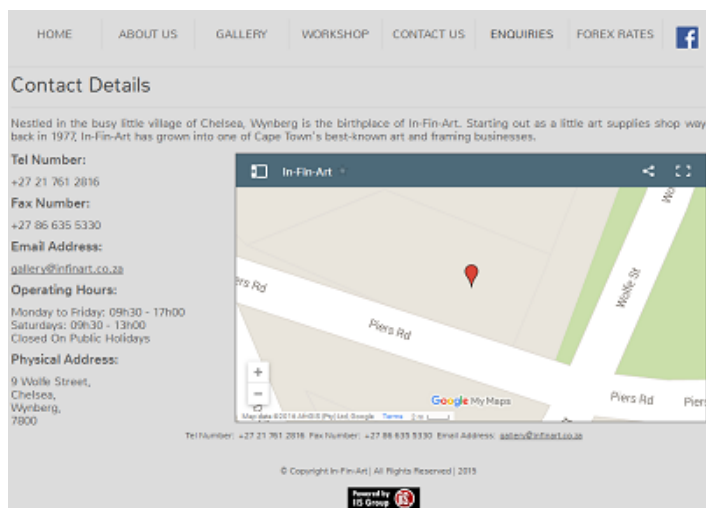
Each normal (non-user-managed) page e.g. the Home page, Enquiries page, About Us page etc can now be amended by the user to incorporate either one or two sections - one of these two sections will appear just before the normal page content and the other, just below the normal page content.

The system automatically adds new, empty sections (that do not appear until they are edited) to its database when new pages are added and deletes database records should a page be removed. The Section Manager system therefore always reflects the standard available page complement of the website.

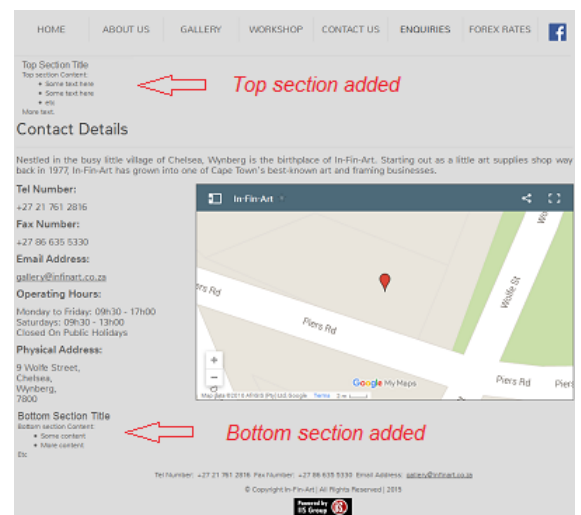
A useful feature of Section Manager is the ability to set an expiry date for each Section. Only Sections that have not expired will show on their respective pages.

Showcase, News and Catalogue features are not supported as their contents are already user-managed.

Typical Contact page before using Section Manager:

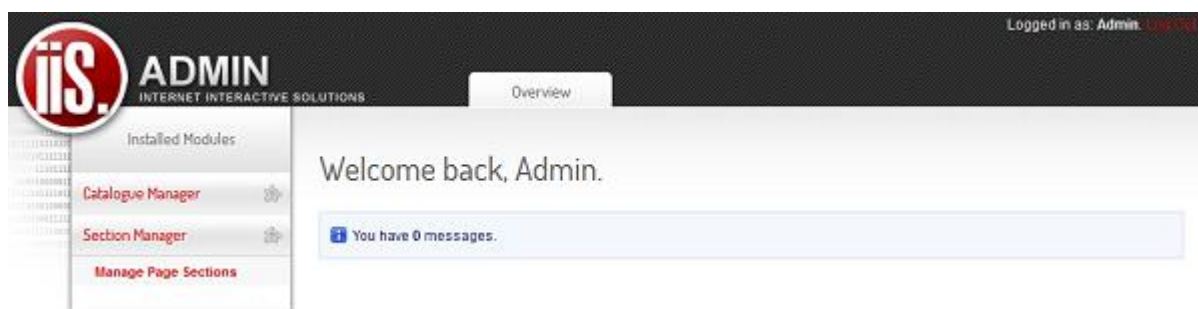


The same page after adding two sections:



Logging On

Logging on via the admin panel:



The Section Manager admin system will appear and if clicked will show one related menu item – Manage Page Sections.

Remember, the admin system will log you out after 20 minutes of inactivity – this is a standard security feature.

Displaying the list of Sections

Manage Page Sections will list all the pages and top/bottom sections for each page:

Section Manager

All Sections NB: Only the first 20 characters will be displayed in the Section Title column.

PAGE NAME	SECTION TITLE	CONTENT?	LAST EDIT DATE	EXPIRES	POSITION	
about_us	(empty)	No	2016/07/01	Never	Top	<input type="button" value="Edit"/> or Clear
about_us	(empty)	No	2016/07/01	Never	Bottom	<input type="button" value="Edit"/> or Clear
contact_us	Top Section Title	Yes	2016/07/03	Never	Top	<input type="button" value="Edit"/> or Clear
contact_us	Bottom Section Title	Yes	2016/07/03	Never	Bottom	<input type="button" value="Edit"/> or Clear

Page Name: The file name of the page

Section Title: The Title part of a Section – this column will contain an unformatted version of the first 20 or so characters of the Title part. Actual formatting will be shown on the edit screen. If the Title part contains no information, the column will display: (empty).

Content?: This column indicates whether there is any content in the Contents part of the Section.

Last Edit Date: The date the Section was last edited or cleared.

Expires: The date the Section will expire. This can be a date or Never.

Position: This column shows whether the Section appears at the top of a page or the bottom.

Edit Button: Click to edit the Section – this will take you to an Edit screen.

Clear: Click to empty the Title and Content parts and set the expiry date to Never.

The Expires column can indicate when there is some information in the Title or Content parts of the section but the expiry date has been passed:

PAGE NAME	SECTION TITLE	CONTENT?	LAST EDIT DATE	EXPIRES	POSITION	
about_us	Title	No	2016/07/03	2016/07/01	Top	<input type="button" value="Edit"/> or Clear

Such information won't be shown on its associated page but this is just a reminder that you might want to clear the Section or, if you still want the Section to display, edit the section and change the expiry date.

Note that all the Sections that have not expired will be shown on their respective pages. If you clear a section, the expiry date will be set to Never but as the Section contains no information, nothing will in fact be displayed.

Editing the Sections

Clicking the Edit button will take you to the Edit screen where you can edit its associated Section:

Section Manager

Edit Section

Page: [about_us](#) Position: [Top](#) Date Last Edited: [2016/07/03](#) Current Expiry Date: [2016/07/01](#)

Section Title: **NB: Don't start with a space or CrLf character**

Arial 6 (24pt) **A** **B** *I* U [List Icons] [Link Icon] [Table Icon]

We have Moved!

Path: p > em > strong > span

Section Content:

Arial 5 (18pt) **A** **B** *I* U [List Icons] [Link Icon] [Table Icon]

The location map shows our new address - please update your records accordingly.

Path: p > span

Erase Date: Click inside the text input box to select a date. Leave blank if no erase date wanted.

or [Cancel](#)

Near the top of the screen, some information about the Section is presented:

Page: [about_us](#) Position: [Top](#) Date Last Edited: [2016/07/03](#) Current Expiry Date: [2016/07/01](#)

Beneath this information are the two editable parts, Title and Content.

A number of editing tools have been provided, including inserting links, bullet lists and even tables.

The database will contain the formatted (HTML) text that you insert here. To avoid having an ungainly display of the Title section on the previous list screen, an attempt is made to remove, for display purposes, any HTML formatting that might appear before the first character of the Title part – for this reason it is important to begin the Title part of a Section with a normal character and not a space or tab character.

Clicking the Save button will update the database and next time the associated page is displayed, the Section will appear. If you want to set an expiry date, just click on the expiry date input box and select a date from the date picker that will appear. If you don't want the Section to expire, leave the expiry date box empty or erase its contents.