




River//Cities

CMS user guide

Admin login window

Log into River//cities 

Username

Password – [Remind me](#)

Keep me logged in.

Log In

ExpressionEngine ©2019 EllisLab Corp.

Admin panel is under address: http://my_domain.net/admin.php

You need user and password

This address could be changed later for security purposes.

Channels

ExpressionEngine stores your content inside Channels. A channel is simply a container that holds information. This information might be the text of an article or blog post, or it could be an image, or some other type of information. Channel information exists independently from the pages your visitors see.

Important Concept: A channel is just data. There is no assumed association between this data and any particular page of your site.

In your control panel, Channels are managed and configured in the [Channel Manager](#). ExpressionEngine supports a wide variety of [Field Types](#), so that the information in each of your channels can be stored appropriately for that data type.

For example, you might need a “staff” page with employee biographies. To manage this you could create a channel with fields for the name, biography, an image, and any other relevant info.

Content is added to a channel by clicking the **Edit** button in the main control panel navigation.

New Entry

[Publish](#) [Date](#) [Categories](#) [Options](#)

▼ **Title ***

▼ **Body**

Lorem ipsum dolor sit amet, ei sit accumsan perpetua. Mundi fabulas adversarium mel ut, id autem sanctus periculis his, munere menandri qui eu. Graeco detracto ponderum usu te, ne usu utinam oporteat. Has et occurreret tincidunt, nam utamur volutpat electram ut, quot veniam ei cum.

[Save](#) [Save & New](#) [Save & Close](#)

Admin Main screen

Bez ochrony — river-cities.frodo.com.pl

Webmail :: Odebrane | River//cities Overview | ExpressionEngine

River//cities | stasiup | log out

Create Edit Files Members Developer Settings

River//cities Overview

create new entry in chosen channel

Channels

Create New

Channels are used to store content for your website. For example, if you want a blog you would first need to create a Channel to store the entries. Think of Channels as folders or directories.

River//cities has:

- 16 Channels
- 20 Fields

Members

Register New

Members are registered users of your site. You *must* have at least one member, an administrator. You may [change the settings](#) to allow or disallow, new member registrations.

River//cities has:

- 1 Members
- 0 Banned Members

Members - in our case, these will be site administrators with different levels of authority

Content

Create New

Channel entries, why folks visit.

River//cities has:

- 164 Entries with 0 comments
- 3 Closed entries with 0 comments.

how much entries we have. We don't use comments

ExpressionEngine® CMS 5.2.3

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New entry in channel - common fields

Bez ochrony — river-cities.frodo.com.pl

Webmail :: Odebrane

New Entry: about us | ExpressionEngine

files
Files for article

Drop File(s) Here to Upload
Please choose a directory

Choose Directory ▾

Choose Existing ▾ Upload New ▾

Main image
Main image to this entry

main photo of the entry. appears like the background of a box

Drop File Here to Upload
uploading to images

2019-03-25
Danube Festival 2019 dates.

Gallery
select a photo gallery

Keyword Search

- Austria gallery
- Intercult Sweden gallery
- NCK gallery
- Kalmar, Sweden gallery

You can add files like pdf, doc, xls etc. - they will appear at the end of article. use with caution - we have special channels where we store files (like an archive)

On homepage look like this.

Associated (or related) channel "gallery": Here you can add a gallery from the 'galleries' channel

New entry in channel - date

Bez ochrony — river-cities.frodo.com.pl

Webmail :: Witamy w Webmail

New Entry: about us | ExpressionEngine

River//cities

stasiup log out

Create Edit Files Members Developer Settings

about us / New Entry

New Entry

Save Save & New Save & Close

Publish **Date** Categories Options SEO Lite

Entry date *
Date of publication for this entry.

8/13/2019 11:39 AM ← date of this entry

Expiration date
Date this entry should expire.

← Expiration date - is god for events etc, but we don't use it right now

Save Save & New Save & Close

ExpressionEngine® CMS 5.2.3

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New entry in channel - options

Browser: Bez ochrony — river-cities.frodo.com.pl

Webmail :: Witamy w Webmail | New Entry: about us | ExpressionEngine

River//cities | stasiup | log out

Create | Edit | Files | Members | Developer | Settings

about us / New Entry

New Entry

Save | Save & New | Save & Close

Publish | Date | Categories | **Options** | SEO Lite

Channel
Channel this entry should be submitted to.

- news
- facts ← Theoretically, you can change the channel for which an entry is made (if another channel has the same fields). For beginners, this can be confusing. We don't use it
- about us
- members activities

Status
Entry status.

- OPEN ← Statuses are a very important "switch" of entries. There are always at least 2 - open and closed. We still have, for example, Main, old, submenu etc. Based on this, we choose where the given entry will be displayed
- CLOSED
- MAIN

Author
Member that wrote this entry.

- stasiup

Make entry sticky?
When enabled, this entry will be given preference in sorted listings.

← We don't use it

Save | Save & New | Save & Close

New entry in channel - SEO lite

Bez ochrony — river-cities.frodo.com.pl

Webmail :: Witamy w Webmail

New Entry: about us | ExpressionEngine

River//cities

stasiup log out

Create Edit Files Members Developer Settings

about us / New Entry

New Entry

Save Save & New Save & Close

Publish Date Categories Options **SEO Lite**

SEO Title
Optional, if you do not specify anything the entry title will be used. Remember that most search-engines use a maximum of 60 characters for the title.

← You do not need to fill in if there is a title in the publish tab, but: Title tags are the most important of all of the meta tags. These tags have a real impact on search rankings and are the only one that are visible to the average user. You'll find them at the top of your browser.

SEO Meta Keywords
A comma separated list of keywords

← Meta Keywords are an example of a meta tag that doesn't make much sense to use these days. Years ago, the meta keyword tags may have been beneficial, but not anymore. Google doesn't use meta keywords in its ranking algorithm at all, because they're too easy to abuse. But who knows what will happen in the future. Google changes its search policy every few months

SEO Meta Description
Write a short sentence or two that sums up the entry (many search engines will display this in the search results)

←

[Meta Keywords: How a Meta Keyword Plays a Small but Important Role ...](#)

Meta keywords, or tags, are additional copy included in the HTML of your website. They help improve search engine marketing campaigns, especially with Yahoo ...

[www.wordstream.com/meta-keyword](#) - 25k - Cached - Similar pages -

Use [WordStream](#) to assist your SEO. Don't forget to use these keywords and the for your website. Use [WordStream's keyw](#) late meta keywords

[www.wordstream.com/improve-seo](#) - 23k - Cached - Similar pages -

[More results from www.wordstream.com >](#)

This is the page's meta description tag.

Save Save & New Save & Close

Edit entry - Main table

Bez ochrony — river-cities.frodo.com.pl/admin.php?cp/publish/edit

Community / EllisLab Matt Warnock Jazz Guitar XRAY Wirify by Volkside Web Photo AL...t pbase.com kajetan-borowski-trio1 ActionScript 3 Tutorials Blätterkatalog skrypty różne YAML Debug XRAY ADMIN

Edit Channel Entries | ExpressionEngine

River//cities stasiup log out

Create Edit Files Members Developer Settings

Entry Manager

All entries

channel category status date keywords, hit enter search in (Titles) author show (25)

ID#	Title	Date	Status	Manage
168	test 2 — by: stasiup, in: news	8/13/2019 5:30 PM	CLOSED	<input checked="" type="checkbox"/>
167	The Baltic Sea Cultural Centre — by: stasiup, in: members	7/26/2019 1:31 PM	OPEN	<input checked="" type="checkbox"/>
166	"Ostend at Anchor" Festival, 23-26 May 2019 — by: stasiup, in: members activities	6/13/2019 3:32 PM	OPEN	<input type="checkbox"/>
165	Interreg Baltic Sea Region Cultural Planning project — by: stasiup, in: news	6/13/2019 3:21 PM	MAIN	<input type="checkbox"/>
164	Educational platform test — by: stasiup, in: Educational platform	6/4/2019 3:45 PM	OPEN	<input type="checkbox"/>
163	reflections with gallery — by: stasiup, in: reflections	6/3/2019 10:28 PM	OPEN	<input type="checkbox"/>
125	Martine Meire — by: stasiup, in: persons	5/21/2019 1:33 PM	OPEN	<input type="checkbox"/>
123	Bernard Herger — by: stasiup, in: persons	5/21/2019 1:32 PM	OPEN	<input type="checkbox"/>

First 1 2 3 Next Last

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Submit

- with selected --
- Remove
- Edit
- Bulk Edit
- Add Categories
- Remove Categories

User Guide

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Edit Entry

opis

You can delete, edit or upload a new image

Lead is plain text but if you know the basics of html you can use it here (with caution)

Editing via copy / paste clears text formatting. This is because the text formatted in Word, for example, and pasted into an HTML editor contains terrible junk

Edit entry - WYSIWYG editor

▼ text

Main text for article

The image shows a WYSIWYG editor toolbar with various icons. Below the toolbar, red arrows point to each icon, and labels are provided for each. The labels are as follows:

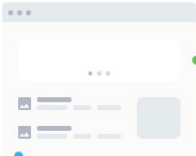
- Bold
- Italic
- Underline
- Strikethrough
- Numbered list
- Bulleted list
- Block Quote
- Align left
- Center
- Align Right
- Justify
- Paste as plain text
- Paste from Word
- Remove format
- Set text to H1 largest text size Big title
- Set text to H6 smallest text size
- Link
- Unlink
- Image
- Table
- IFrame
- Set text to filemanager
- Embed YouTube Video
- Show Blocks
- Maximize
- Source in HTML

Channels on river cities web page

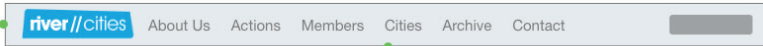
Channel	Relations	Status	Categories	Notes
Actions - River//Cities		Open, Closed, Old		- main Actions
actions news	- Child of Actions (choose action)			- have to choose action
actions subpages	- Child of Actions (choose action)	Submenu		- have to choose action
activities	- Child of Actions subpages (choose action subpages)			
reflections	- Child of Actions			- have to choose action
Educational platform	- Child of Actions			
members	- (choose member activities)			
members activities	- Parent is Members ????			
archive	-			
cities				-
facts				-
gallery				- can choos in news, facts, member act
news			news	-
persons	-			
static	- (Child other static, gallery, persons)			
about us		x		-

River//cities webpage diagram

Home Page Content

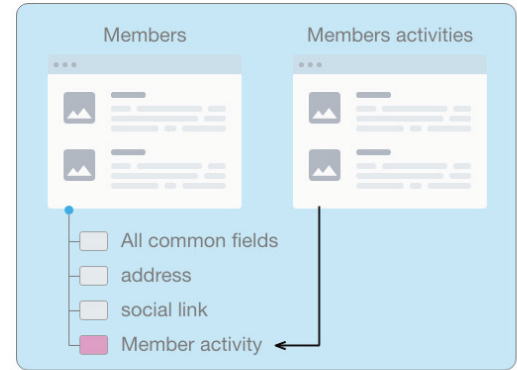
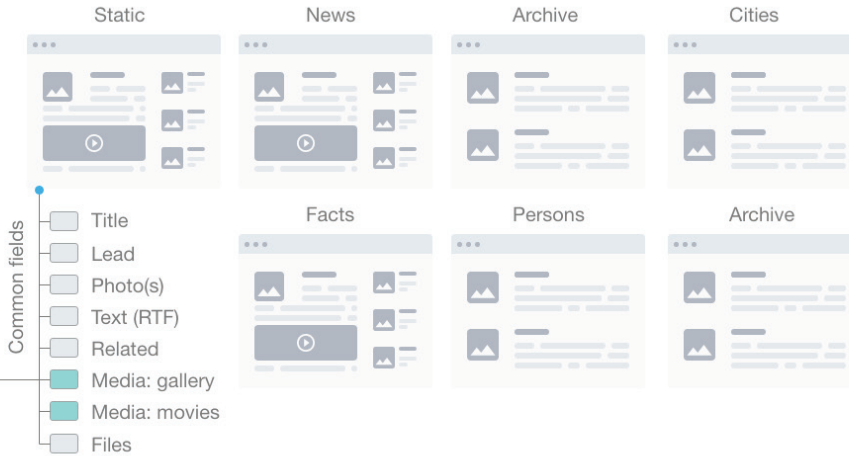


Channel Names:

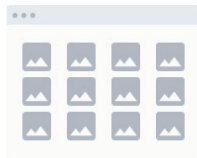


Channel Names:

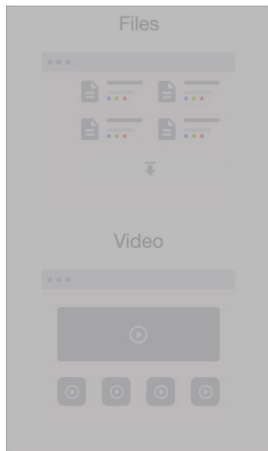
- About us (River//Cities)
- Actions
- News: (Carousel+box)
- Member activities
- Facts
- Galleries
- Subscribe to newsletter
- Footer



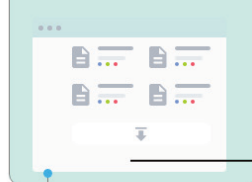
Gallery



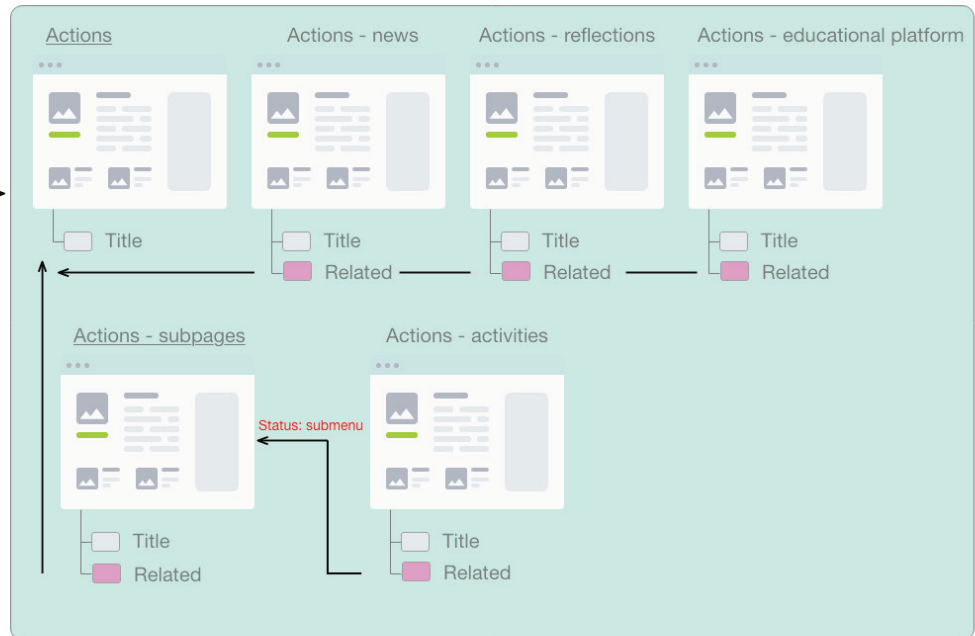
Not used yet



Educational Platform



- Title
- URL-Title
- Choose action
- Lead
- Text
- Main Image
- Files
- Media: gallery
- Media: video
- Social Embedd









River//cities – Educational platform - additional fields

Bez ochrony — river-cities.trodo.com.pl/admin.php?cp/publish/edit/entry/164

Community / EllisLab Matt Warnock Jazz Guitar XRAY Wirify by Volkside Web Photo AI...t pbase.com kajetan-borowski-trio1 ActionScript 3 Tutorials Blätterkatalog skrypty różne v YAML Debug XRAY ADMIN v

Edit Entry: Educational platform test | E... River//cities Fluid Fieldtype — ExpressionEngine 5... plugin - Feed social for multiple acco... Smart Social Feed - Social Feed List




files
Files for article

File
  00_strony_tytułowe.docx 
  CV-fake-test.doc 




← You can upload Additional files like PDF, DOC, XML, ZIP, PPT, MP4

video

← You can search or submit video URL form Vimeo or Youtube

Video	Title	Description	Duration	Views	Date	Actions
	10 Things to do in Gdańsk, Poland Travel Guide	Samuel and Audrey - Travel and Food Videos	10.62 min	189621	17-Aug-19 21:15	 

social embed

Name	embed code	
Give a name of this entry	paste embed code	
<input type="text" value="Slideshare entry"/>	<pre><iframe src="//www.slideshare.net/slideshare/10-things-to-do-in-gdansk-poland-travel-guide-180580580" allowfullscreen></iframe>10 Things to do in Gdańsk, Poland Travel Guide</div></pre>	 You Can "Embed" all media which provide "sharing" like Youtube, Vimeo, Slideshare, Instagram etc.
<input type="text" value="Additional youtube"/>	<pre><iframe width="560" height="315" src="https://www.youtube.com/embed/fXjvEcAV6w" frameborder="0" allow="accelerometer; autoplay; encrypted-media; gyroscope; picture-in-picture" allowfullscreen></iframe></pre>	
<input type="text" value="Instagram embed"/>	<pre><blockquote class="instagram-media" data-instgrm-permalink="https://www.instagram.com/p/Byjvc_pC4Pn/" data-instgrm-version="12" style="background:#FFF; border:0; border-radius:3px; box-shadow:0 0 1px 0 rgba(0,0,0,0.5),0 1px 10px 0 rgba(0,0,0,0.15); margin: 1px; max-width:540px; min-width:326px; padding:0; width:99.375%; width:-webkit-calc(100% - 2px); width:calc(100% - 2px);"><div style="padding:16px;"><div style="display:flex; flex-direction:row; align-items:center;"><div style="background-color:#F4F4F4; border-radius:50%; flex-grow:0; height:40px; margin-right:14px; width:40px;"></div></div></pre>	

CMS Expressionengine

ExpressionEngine Homepage: <https://expressionengine.com>

ExpressionEngine Add-ons: <https://expressionengine.com/add-ons>

ExpressionEngine Add-ons: <https://devot-ee.com>

ExpressionEngine User guide: <https://docs.expressionengine.com/latest/> (mostly for programmers)

ExpressionEngine 10 min Primer: https://www.youtube.com/watch?time_continue=3&v=qKaOirMRz2s