



# condor

content management system

*freedom to execute change anywhere in the world...*



**product overview**

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# Introduction to Condor

The Bloo Goo **Condor Content Management System** (CMS) has been specifically designed to provide web site owners the ability to update information on their site in a simple, intuitive and dynamic manner.

In order to maximise the effectiveness of a website, an organisation needs to be able to communicate the right message to the right audience in a timely and accurate manner. Utilising a third-party to make changes to a website's content, often results in unnecessary budget strain and time delays. Additionally, a site may lose its currency and relevance and subsequently fail to maximise return on the investment.

Organisations that currently handle site updates internally will discover that a CMS helps remove the onus of constant updates from a single department and allocates page responsibility across the whole of organisation, further increasing currency and accuracy.

Condor CMS provides your organisation with real control...

- Maintaining your website becomes less technical
- Users have secure access to the updating system
- Users can be allocated individual pages
- The CMS can incorporate powerful and expandible custom features

Condor CMS allows you to have complete control over the information provided on your site by allowing you

- create, edit or delete website content using your web browser
- manage site visitors, contributors, publishers and their privileges
- upload documents, images, movies and other media
- create, edit or delete site pages and alter site structure
- manage and add new secure site sections.

Furthermore, Condor CMS operates through your web browser, allowing you to update your site from anywhere in the world, just so long as you have internet access. It is important to know however that the CMS has a minimum system requirement of Microsoft Internet Explorer v5.5+ and a screen resolution of 1024x768. The CMS may operate effectively in other web browsers, however IE is the only supported platform.

Condor CMS has been divided up into the following modules for easy use:

- Article Manager
- News Manager
- Media Manager
- Form Builder
- Menu Manager
- Gallery Manager
- List Manager
- File Manager
- Feature Article Manager
- Poll Manager
- Event Manager
- Security Manager

## The Control Panel

The Control Panel is a central location within the system where users can select the module or action required. From here users can select the module they wish to use, otherwise known as "managers". The managers are explained in detail throughout this document.

The Control Panel also provides access to

- Custom Modules
- Statistics
- Web Mail
- Editor
- Site Setup
- Help



The Control Panel also shows you your login statistics, your authority level, any alerts you need to be aware of (such as expired articles you own or updates that require your approval).

# Authority

Condor CMS uses three levels of authority to manage its content approval workflow.

The three steps are (See Fig 1.1):

Author  
Approve  
Publish

All users in the system must be assigned a level. This enables the system to determine the authoring and approval process that needs to occur after that each user requests changes. The approval process applies only to the Article Manager. The other "managers" should only be assigned to those who have the authority to make changes.

## Author

An Author level user has the ability to create or edit web site articles. However, the changes they make require approval by a higher authority before it can be made available live via the web site.

## Approver

An Approver level user can approve items created or edited by an Author level user, however they still require their changes be 'published' by a Publisher level user prior to becoming available live via the web site.

## Publisher

A Publisher is a top level user with full authority to create and edit, approve and publish content to the web site. They require no further approval to manage any assigned content on the site. All changes made by a Publisher will become live immediately.

## Approval Workflows

Unlimited workflows can be created using the Security Manager in the Condor Control Panel. There are three basic models for setting up a workflow.

is is the area where the actual content is managed, this editor window is consistent across all CMS modules

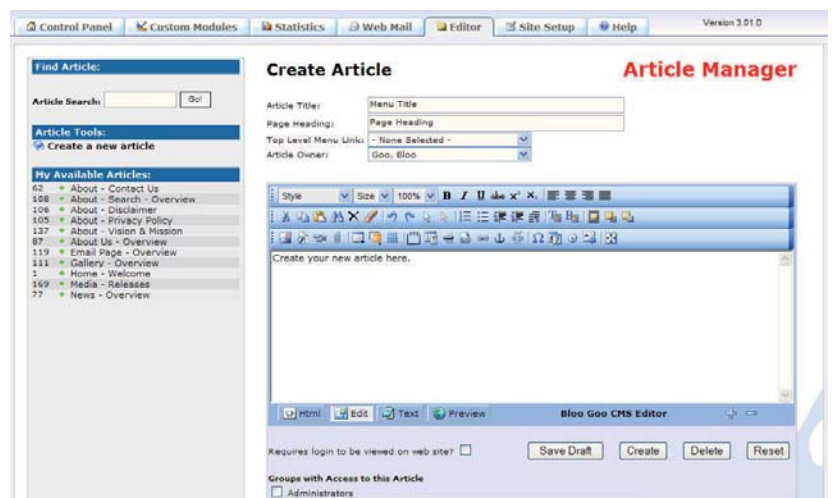
# The Article Manager

The Article Manager is used to create, edit and delete all content included on the website not managed by other modules.

The system has been developed to closely resemble Microsoft Word with similar functionality and icons to maximise usability for users.

The following functions are available

- Style and size of text
- Cut, copy and paste
- Find and replace
- Format remover
- Tab indents and dot points
- Paragraph attributes
- Text colour and highlights
- Insert/modify images, documents, etc
- Alternate text for images
- Border thickness and colour
- Alignment
- Vertical and horizontal spacing
- Tables
- Horizontal rule
- Insert/modify internal and external links and anchors
- Insert current date and times



## The Menu Manager

The menu manager allows the website owner to expand and change the site to reflect the business as it changes.

By adding new menus and pages, and maintaining minimal scrolling of pages, you will more effectively communicate with your audience. Most commonly more pages, appropriately named and linked, is more effective than longer pages that require scrolling.

Menu items are words or buttons which allow the user to get more information on that topic. These generally include a top level, second level and third level. The top level menu is most commonly the *buttons* or prominent links from each every page. The Menu Manager allows you to create, edit and delete menu items.

### About Us

Menu Item Title	Menu Order	Article Title/Link	Enabled	Delete
Background	1	No article link	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff Profile	2	No article link	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### create menu item

New Menu Item Title	Menu Order	Article Title/Link
<input type="text"/>	3	No article link

## News Manager

The News Manager controls any news displayed on the home page or news page. This section is excellent for keeping your customers abreast of changes or specials.

You can choose to enable or disable a news item which allows you to use the same news item at another time, without having to re-create it. An example of how this may be useful is seasonal news.

### Latest News

**Review of the Animal Welfare Act** - (18/11/2006)  
A public review of the Animal Welfare Act 1993 has been completed. The review was an opportunity for all interested persons to assess the legislation to ensure it continues to be relevant, effective a...

## Feature Article Manager

The featured article manager controls what is displayed in a special feature section on the home page. This section is designed to feature specials, advice, tips or a work portfolio.



RSPCA TASMANIA are able to accept donations as a percentage of points earned by ADVANTAGEcard holders.

[Learn More](#)

## Poll Manager

The poll manager controls what is displayed in a user poll. You can create new polls, view the current or archive polls, their results, total responses etc. Polls can be created in advance ready for activation at a later date.

You also have access to information relating to users who have responded and their IP address. This is useful when you suspect the poll is being abused. The poll voting system provides three levels of protection against vote abuse however a determined individual may still find their way around it.

### Poll Manager - Main



#### Currently Active Poll:

Have you developed your Bushfire Action Plan? - (View Current Results)

#### Polls Awaiting Activation / Deletion:

- In the event of a bushfire, have you made the decision to Stay or Go?

#### Create a New Poll:

Enter your new poll question here.

#### Activate / Deactivate Polls:

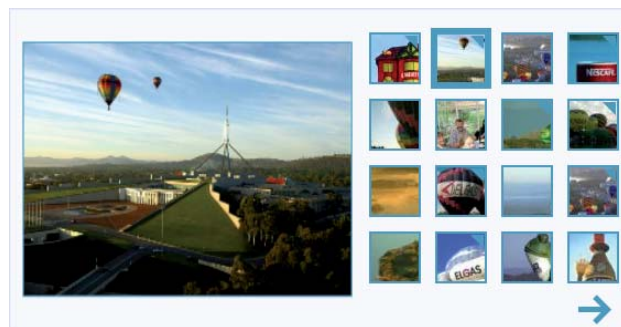
Select a poll below to activate (the current active poll will be automatically deactivated)

In the event of a bushfire, have you made the decision to Stay or Go?

## Gallery Manager

The gallery manager controls images that are displayed in a gallery on the site. This feature can be used for portfolios, product lists, classifieds etc. A gallery can be displayed as a static display or with morphing of images in interactive control. A site may have several different gallery categories, for example products, services, portfolios. These are distinguished via the category button in the manager.

You can insert any gallery into any article or your choice.



## Newsletter Manager

The newsletter manager allows you to collect email addresses from visitors to the site, who wish to be added to distribution lists. You can then send out broadcast emails to interested customers.

This feature is designed for newsletters, media releases, specials, tips and advice and general contact with interested parties. You also have the option for such releases to be automatically updated to your web site.



## Security Manager

In order to keep your site secure, each CMS user is managed via the Security Manager. From here you have complete control over your users, what they can and can't access and also view their site activity. This ensures you keep track of and control who can change your site.

## File Manager

The file manager allows you to manage images and document files which are used on your site and is designed to have a similar look and feel to Microsoft Windows Explorer. You can upload multiple files at once, ready for internet access and file them for easy recovery.

## List Manager

The List Manager allows your web site to display multiple lists of anything you like! You may wish to use it for such things as Contact Lists, Links, a Glossary of terms, products etc.

## Custom Modules

Bloo Goo offer customer software development services. This might include online accommodation management, automatic notification of product availability, online booking of services etc.

## Form Builder

The form builder allows you to construct HTML form code that you can then copy and paste into your articles. It is considered an aid to building working interactive forms that can then be modified at the code level if required. When a form is viewed in an article and the submit button is clicked on, the contents of the form are processed and emailed to the assigned email address entered when the form was built.

## Event Manager

The Event Manager allows your web site to display multiple calendars of events in any article you wish and is accessed via the Control Panel.

## Statistics

A brief overview of site visitation statistics can be viewed by clicking on the statistics tab at the top of the CMS. This will provide you with page statistics (the number of times a page has been visited) as well as site search statistics (what search terms were used within the search field).



## Help

This screen provides you with all of the contact details for Bloo Goo, our CMS Support Hotline number and an online ticket support request form. We encourage users to contact us when they are experiencing difficulty as the solution to your problem may be far simpler than you think!

## Web Mail

The CMS can be configured to provide access to your Web Mail. By entering your username and password as supplied by Bloo Goo, you can view email not already downloaded, from any computer connected to the internet.



## Condor CMS Feedback

Condor CMS has been developed through rigorous and precise testing. Through consultation with clients who regularly update web sites, we believe we have developed a system which is easy to use, efficient and reliable.

We encourage all clients to let us know how we can do better. We are committed to the quality of the product and strive to ensure it's reliability for our users.